

# Seller's Checklist

- **Remove license plates**

Turn them in to your county treasurer's office.  
(to get a refund or at least get it off your record)

- **Title**

- Properly assign the title by signing the reverse side as seller, print name also
- Print name/address of the buyer on the top line
- Print the date of sale
- Odometer (if required)
- Damage Disclosure (if required)

- **Proof of sale**

Right up a bill of sale

- Seller's & buyer's printed name
- Year, Make, & VIN
- Date of sale
- Dollar amount
- Seller & buyer need to sign

*Please call the Motor Vehicle office at (712)662-7273  
with any questions.*