

Used Car Private Sale Delivery Checklist

Vehicle Details

| | |
|----------|---------------|
| Make | Model |
| Year | VIN |
| Odometer | License Plate |
| Color | |

Documents

- ☐ Vehicle Title (signed by seller)
- ☐ Bill of Sale
- ☐ Maintenance Records
- ☐ Emissions/Inspection Certificate
- ☐ Release of Liability Form
- ☐ Owner’s Manual & Spare Keys

Vehicle Check

- ☐ Visual Exterior Inspection
- ☐ Interior Condition Check
- ☐ Tire & Wheel Inspection
- ☐ Test All Lights & Signals
- ☐ Fluid Levels (Oil, Coolant, Brake, etc.)
- ☐ Test Drive Completed
- ☐ Confirm All Accessories Included

Notes

Buyer Signature
Date:

Seller Signature
Date: