

SELLING YOUR VEHICLE CHECKLIST

Gather Important Documents/Paperwork

- Check with your Department of Motor Vehicles (DMV) to learn the requirements for your specific state
- Vehicle History Report (CarFax)
- Recent Maintenance Records
- Current Warranty/Coverage Information
- Vehicle Title
- Current Emissions and/or Safety Certification (if applicable in your state)
- Create a Bill of Sale, which should include:
 - Name, Address, Phone of Buyer
 - Vehicle Year, Make, Model
 - VIN
 - Mileage at time of sale
 - Signatures of both Buyer and Seller
- Create an "As Is" Document (to attach to the Bill of Sale)

Price Your Vehicle

1. Gather & Write Down Information

- Optional features your vehicle has (such as leather interior, navigation system (etc.))
- Current mileage (lower mileage will typically increase the value; higher mileage will lower it)
- Is there any extended warranty or protection plan on the vehicle?
- Appearance of vehicle (Make note of scratches, dents, ripped/stained upholstery, etc.)
- Research manufacturer recalls – does your vehicle need any issues addressed?
- Get your vehicle inspected and ask your mechanic's opinion on the overall condition

2. Research Value for Similar Vehicles

- Check both online and local newspaper classified ads to research typical asking price
- Research suggested retail value by checking Blue Book and Bold Book values
- Check Black Book rates to find wholesale value of your vehicle

3. Set Your Price

- Consider the price ranges you've discovered and start somewhere in the middle
- Add or subtract value based on the condition and appearance of your vehicle
- Remember to leave yourself room for negotiation if needed

Prepare Vehicle for Sale

- Replace any burned out lights and fuses
- Have the oil changed, if needed
- Have all fluids "topped off"
- Consider having the vehicle detailed by a professional service – if not, see the below guidelines:
 - Vacuum the interior thoroughly (including the trunk)
 - Shampoo carpets and clean floor mats (as needed)
 - Clean the interior of all windows
 - Wash and wax the vehicle
 - Wipe down all mirrors
 - Scrub tires and shine rims
 - Pressure wash or clean under the hood, removing any dirt or oils

Advertise the Vehicle

- List all relevant information including:
 - VIN
 - Year, Make, Model, Mileage
 - Body Style
 - Important Features (Transmission type, GPS, Security System, Leather Interior, etc.)
- Provide good quality photos of the vehicle from all viewpoints and include photos of the trunk, under the hood, and the dashboard
- Include any relevant warranty information
- Emphasize your vehicle's best features
- State negotiating terms such as. "firm," "OBO" (or best offer), "must sell," or "asking price."
- List your contact information and available hours/days (if applicable)
- Avoid putting any additional personal information in your advertisement

Meeting/Negotiating with Buyers

- Know your vehicle's history and be prepared to show any necessary documentation (such as a CarFax or recent maintenance records)
- Be prepared for handling a test drive:
 - Does the buyer have a driver's license?
 - Does the buyer have auto insurance?
- Record their information before handing your keys over!
- Be prepared to negotiate