Selling Your Car Checklist

Check each box as you go. Rules vary by state, so confirm the requirements with your state motor vehicle agency.

1. Decide where to sell

- ☐ Compare selling privately, to a dealer or car-buying company, and trading in.
- ☐ Get more than one offer if you are selling to a company or dealer.
- ☐ If you trade in, ask for the trade-in value separately from the price of your next car.

2. Find out what your car is worth

- ☐ Write down year, make, model, trim, options, and current mileage.
- ☐ Note condition, warning lights, and accident or title history.
- ☐ Check open recalls and whether repairs were completed.
- ☐ Compare prices of similar cars and set an asking price with room to negotiate.
- ☐ Decide the lowest price you will accept.
- ☐ If you owe money, get the loan payoff amount.

3. Gather your documents

- ☐ Title (and lien release or payoff details if you have a loan).
- ☐ Maintenance and repair records.
- ☐ Vehicle history report, if you have one.
- ☐ Bill of sale form and "as is" statement, if you use them.
- ☐ Odometer disclosure, if required.
- ☐ Emissions or safety inspection certificate, if required.
- ☐ Warranty or protection plan paperwork, if any applies.
- ☐ Owner’s manual, service booklet, and all keys and fobs.

4. Get the car ready

- ☐ Decide what to fix and what to disclose.
- ☐ Replace bulbs, top off fluids, and check tires and wipers.
- ☐ Wash, wax, and vacuum. Remove odors rather than covering them.
- ☐ Empty the glove box and trunk. Confirm the spare and tools are there.
- ☐ Clear your data from the infotainment system and unpair your phone.
- ☐ Remove toll tags and garage door openers.

5. Take photos and write the listing

- ☐ Photograph the exterior, interior, dashboard with mileage, trunk, engine bay, wheels, and any damage.
- ☐ List year, make, model, trim, mileage, price, and features.
- ☐ Describe condition, known issues, and repairs honestly.
- ☐ Leave out your home address and other personal details.

6. Meet buyers and negotiate

- ☐ Meet in a safe, public place.
- ☐ Check the buyer’s driver’s license and record their contact details.
- ☐ Ask your insurer whether test drives are covered.

- ☐ Bring a friend or ride along if you are not comfortable going alone.
- ☐ Be honest about condition and history.

7. Close the sale

- ☐ Confirm payment before you sign over the title or hand over keys.
- ☐ Sign the title over following your state’s instructions.
- ☐ Record the odometer reading.
- ☐ Complete a bill of sale and give the buyer a signed copy.
- ☐ Hand over keys, records, and any warranty or plan documents.
- ☐ Keep copies of everything you hand over.

8. After the sale

- ☐ Report the sale or transfer to your state if it requires it.
- ☐ Remove your license plates if your state requires it.
- ☐ Tell your insurer once ownership has transferred. Do not cancel before then.
- ☐ Cancel or transfer toll accounts, parking permits, and connected-car subscriptions.
- ☐ If your car has a vehicle protection plan, follow its transfer or cancellation terms.
- ☐ Keep copies of the bill of sale, title transfer, and odometer statement.

Full guide: autopom.com/selling-your-car-checklist/

A vehicle protection plan (VPP) or vehicle service contract is a contract, not a warranty. Transfer and cancellation rules differ by contract and administrator.