

## Checklist: Selling or Buying a Car

(one person or company to another person or company)

- Vehicle Title\*, clear of all liens, properly assigned, including:
  - Name and address of buyer(s)
  - Date of Sale
  - Selling price of the vehicle
  - Odometer reading at time of sale
  - Signatures of seller(s), buyer(s), two witnesses, and notary\*\*
  
- Louisiana OMV Vehicle Application (form VEH1799)
  
- Bill of Sale, including:
  - Description of the vehicle (VIN, make, model, year)
  - Name and address of seller(s)
  - Name and address of buyer(s)
  - Selling price of the vehicle
  - Date of sale of the vehicle
  - Signatures of seller(s), buyer(s), two witnesses, and notary\*\*
  
- Lien holder information, if applicable. Either:
  - Copy of the financing agreement with the lending institution -or-
  - UCC-1 Form, completed by the lender
  
- Buyer(s)' state-issued driver's license or identification card

Additional documents\*\* may be required, such as:

- Heirship form and copy of death certificate, if the vehicle is titled to a deceased person
- Lien release, if a previous lien holder is listed on the face of the title

[This list of additional documents is not a complete list. Other requirements may apply.]

- Proof of current Louisiana auto insurance (proof shown on a mobile device is acceptable)
  
- Cash, check or money order payable to LA DPS for tax, title and license fees
- Cash, check or money order payable to Dealertrack RTS-LA for convenience fee(s) and notary fees if applicable

\* If the vehicle title is not a Louisiana title, the seller's driver's license must be submitted as proof of residency outside Louisiana. If the seller is a resident of Louisiana with an out-of-state title, he/she must first register and title the vehicle in Louisiana before it can be sold.

\*\* Certain documents require notarization. Auto Title Express has notaries on staff to assist with preparation of these documents in our office. If documents are prepared outside our office, two people must sign as witnesses to the act, and one of the witnesses must appear before our notary to sign an "Affidavit by Witness" in order for our notary to notarize the act. Documents notarized outside our office are also acceptable.