What to include in a bill of sale

A one-page checklist for private sellers and buyers

- [ ] **1 Date and place of sale**
  The date of the sale (normally the day the item changes hands) and the city and state.

- [ ] **2 Seller's full legal name and address**
  As shown on their ID. A phone number or email is optional but useful.

- [ ] **3 Buyer's full legal name and address**
  The same detail as for the seller.

- [ ] **4 Description of the item**
  What it is: type, brand, model, size and color — enough to recognize it without the serial number.

- [ ] **5 Serial number, VIN or HIN**
  The unique number on the item itself. Copy it from the item, not from memory or an old listing.

- [ ] **6 Condition and known defects**
  Wear, damage and faults the seller knows about, in plain words.

- [ ] **7 Sale price, amount received and balance**
  The agreed sale price, what has actually been paid so far, and anything still owed. Say "paid in full" only when it is.

- [ ] **8 Payment method and date**
  Cash, check, bank transfer or payment app, and the date the money was received.

- [ ] **9 Liens and claims**
  Whether anyone else, such as a lender, has a claim on the item — and if so, who and how much.

- [ ] **10 As-is or warranty**
  Either the item is sold as is, or the seller gives a specific written warranty — what is covered, for how long and what the seller will do. Mark only what is true, and keep the description accurate: a seller's statements about the item can count as warranties too.

- [ ] **11 Transfer statement**
  The sentence that passes the seller's rights in the item to the buyer, subject to any title, registration or other official transfer steps the law requires.

- [ ] **12 Signatures, printed names and dates**
  Both parties sign and date in each other's presence. A witness or notary is only needed when your state or the asset requires one.

Before you rely on it

- Check whether your state requires a certificate of title, registration, its own form or a notarized signature for this kind of item. A bill of sale records the sale; it does not replace those.
- Make two signed copies. The seller keeps one and the buyer keeps one.

Checklist for a private sale of personal property. It does not replace your state's title, registration or official forms.