Bill of Sale

Record of a private sale of personal property — one item

DATE OF SALE

PLACE OF SALE (CITY, STATE)

1 PARTIES

Seller

FULL LEGAL NAME

MAILING ADDRESS

CITY, STATE, ZIP

PHONE OR EMAIL (OPTIONAL)

Buyer

FULL LEGAL NAME

MAILING ADDRESS

CITY, STATE, ZIP

PHONE OR EMAIL (OPTIONAL)

2 ITEM SOLD

DESCRIPTION OF THE ITEM (WHAT IT IS, BRAND, MODEL, SIZE, COLOR)

SERIAL NUMBER OR OTHER IDENTIFIER (IF ANY)

INCLUDED ACCESSORIES OR PARTS (IF ANY)

CONDITION AND KNOWN DEFECTS

3 PRICE AND PAYMENT

SALE PRICE
$

AMOUNT RECEIVED
$

BALANCE DUE (IF ANY)
$

PAYMENT METHOD

☐ Cash ☐ Check ☐ Bank transfer or payment app ☐ Other:

DATE PAYMENT RECEIVED

4 TERMS

The seller states that the seller owns the item, or is authorized by the owner to sell it. Mark only the statements that are true.

Liens and claims — check one

☐ The item is free of all liens, loans and claims by others.

☐ The item is subject to the following lien or claim (holder and amount):

Condition — check one

☐ The item is sold “as is”, in its current condition with all faults. The seller gives no warranty, express or implied, beyond what is written on this form, to the extent the law allows.

☐ The seller gives the following warranty:

The seller transfers to the buyer all of the seller’s rights, title and interest in the item, subject to any official transfer steps the law requires. Both parties agree to the terms on this form and on page 2.

5 SIGNATURES

By signing, each party confirms that the details on this form are true and complete to the best of their knowledge.

SELLER SIGNATURE

PRINTED NAME

DATE

BUYER SIGNATURE

PRINTED NAME

DATE

WITNESS (OPTIONAL; SOME STATES REQUIRE ONE) — SIGNATURE

PRINTED NAME

DATE

Sign two copies. The seller keeps one and the buyer keeps one. General template, not legal advice.

This record of sale does not replace a certificate of title, registration or an official form that your state or agency may require.

Bill of Sale — continuation

Fill in the parties, item and date here too, so this page stays with page 1.

SELLER	BUYER	ITEM OR SALE REFERENCE	DATE OF SALE

ADDITIONAL TERMS (OPTIONAL)

Use this space for anything the parties have agreed that is not covered on page 1, such as delivery, pickup, included extras or when a remaining balance will be paid.

INITIALS

SELLER	BUYER

Before you sign

1. Compare the serial number or identifier on the item with the number written in section 2.
2. Check each party's name and address against photo ID.
3. Write the agreed sale price. Record the amount received so far and any balance separately; only say "paid in full" when it is.
4. Mark only the lien and condition statements that are true. Leave nothing to be assumed.
5. Check whether your state or agency requires a certificate of title, registration, an official form or a notarized signature for this kind of item.
6. Sign and date in each other's presence. A witness or notary is only needed when your state or the asset requires one. Keep a signed copy each.