Equipment Bill of Sale

Record of a private sale of equipment, machinery or a tractor

DATE OF SALE

PLACE OF SALE (CITY, STATE)

1 PARTIES

Seller

FULL LEGAL NAME (PERSON OR BUSINESS)

MAILING ADDRESS

CITY, STATE, ZIP

PHONE OR EMAIL (OPTIONAL)

Buyer

FULL LEGAL NAME (PERSON OR BUSINESS)

MAILING ADDRESS

CITY, STATE, ZIP

PHONE OR EMAIL (OPTIONAL)

2 EQUIPMENT

TYPE OF EQUIPMENT (TRACTOR, MOWER, GENERATOR…)

MAKE

MODEL

YEAR

SERIAL NUMBER, PIN OR VIN

HOUR METER READING (IF IT HAS ONE)

TITLE OR REGISTRATION NO. (IF ANY)

ISSUING STATE

INCLUDED ATTACHMENTS AND ACCESSORIES

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 equipment, or is authorized by the owner to sell it. Mark only the statements that are true.

Liens and claims — check one

☐ The equipment is free of all liens, loans, leases and claims by others, including any security interest.

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

Condition — check one

☐ The equipment 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 equipment, 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

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, PIN or VIN on the machine's plate with the number on this form, and with the title if the equipment is titled.
2. Check each party's name and address against photo ID. If a party is a business, write the business's legal name here and the representative's name and title under the signature.
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 statement that is true. Equipment is often financed or leased: ask for a payoff letter or lien release, and consider a UCC lien search in the seller's state before paying.
5. Record the hour meter reading and list every attachment and accessory that is included. Attachments sold separately get their own line on page 2, or use the several-items form.
6. Some equipment is titled or registered (road-going tractors, trailers, off-highway vehicles); check your state's rules before relying on this record. Sign and date in each other's presence, and keep a signed copy each.