

Buying a Car from a Private Seller Checklist



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If you're financing your private party vehicle with Members 1st we'll handle all of your DMV paperwork and filing on your behalf. If you're paying cash or financing elsewhere, please use this helpful checklist for buying your private party vehicle.

Once you seal the deal with the seller, you have **10 days** to transfer the title of the vehicle.

What you need to collect from the seller:

- Copy of the vehicle's current registration (not expired within 60 days)
- Copy of each seller's driver's license
- Copy of vehicle's smog certification or \$8 fee, depending on the type of transfer (obtained within 90 days)
- The vehicle's title

TIP

Verify that there is no lien holder or that the lien holder has signed off on the vehicle's title. If the seller has an existing loan on the vehicle, ask Members 1st to provide you with an Authorization for Payoff form. You will also need to obtain the account number and/or a bank statement for the existing loan. Do not make any alterations to the title unless instructed to do so.

What the buyer and seller need to fill out together:

- The Vehicle/Vessel Transfer Form (Reg 262 form is available at any Members 1st branch or through the DMV)

TIP

This form is not available online, as it is printed on security paper. It is a multi-purpose form that combines odometer disclosure, bill of sale, and power of attorney. Complete with your full first, middle, and last name(s). If you make an error, please start over. The DMV does not accept paperwork where information has been written over or crossed out. Make sure you have multiple Reg 262 forms available.

What the buyer needs to gather:

- Your driver's license
- Current insurance card

Additional documents may be needed if financing your private party purchase. Check with your financial institution prior.

TIP

Fees collected from the buyer:

- Vehicle transfer fee of \$15
- Use sales tax

Tax based on city of residence. Must be paid using cash/check or could be included in your loan if financing with Members 1st.

TIP