

# Selling a Car to a Private Buyer Checklist



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Selling a private party vehicle? If your buyer is financing the purchase of your vehicle with Members 1st, we'll handle all of the buyer and seller DMV paperwork and filing on your behalf. Otherwise, please use this helpful checklist for selling your private party vehicle.

Once you seal the deal with the buyer, you have **5 days** to report the sale to the DMV.

## The seller's responsibility:

- Complete Reg 138 Notice of Transfer and Release Liability Form

*Mail to Department of Motor Vehicles, P.O. Box 942859, Sacramento, CA 94259. Be sure this form is filled out completely and correctly. If it's incomplete, the vehicle's record won't be updated until the buyer applies for a new title. You could be held liable if they are involved in an accident before then, and you're still considered the owner.*

- Provide buyer with a copy of the vehicle's smog certification

*If the vehicle is over 4 years old, it is the seller's responsibility to provide proof of a current smog certification unless the smog certification was submitted within the past 90 days. Proof of smog certification is not required if the title to the vehicle is being transferred within a family. If you do sell it without a smog certification and it doesn't pass, the seller is responsible for repairing it to the smog certification standards.*

## What the seller and buyer 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. 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.

## Selling without a title or registration:

- If there is a lien holder on your vehicle and you have an existing loan on the vehicle, you'll need to complete an Authorization for Payoff form from Members 1st and provide a recent bank statement.

—OR—

- If you've misplaced your title, submit an Application for Duplicate Title (REG 227) with the DMV. You'll have to pay any associated fees before transferring ownership of your vehicle.