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541-841-3730

**VEHICLE CHECKLIST**

Year {{year}}

Make: {{make}}

Model: {{model}}

VIN #: {{vin number}}

Copy of Purchase Invoice for file.

Original Title (make sure signed by Seller), OR Registration Card, OR DMV Stamped “Notice of Transaction Submitted” form, OR Printout from DMV w/Red Stamp by DMV.

Copy of Title or Ownership Document FRONT and BACK of title showing reassignment by Buyer – with BUYER signed acknowledgement.

Copy of original completed of Bill of Sale – signed by SELLER.

Consignment Form – signed by SELLER (FORMS PROGRAM).

Customer Privacy Policy – signed by SELLER (FORMS PROGRAM).

Customer Privacy Policy – signed by BUYER (FORMS PROGRAM).

Copy completed of Bill of Sale – with BUYER signed acknowledgement.

Copy of completed Buyers Guide in file – signed by BUYER.

Disclosure Regarding Consignment Sale prepared – signed by BUYER (FORMS PROGRAM).

DMV form Notice of Sale or Transfer of a Vehicle prepared.

Odometer Reading Disclosure – ONLY needed if vehicle is (2011 - present) OR if it has never been titled in Oregon - Complete reading on back of title.

Copies of Additional Legal DMV forms need to process transfer (if needed).

Scrape year registration sticker off of vehicle.

VIN Verification – for Office Purposes ONLY.

Buyers Guide completed & displayed in window.

Copy of completed Notice of Sale or Transfer of a Vehicle & mailed within 10 days.