**VIRGINIA MOTOR VEHICLE BILL OF SALE**

1. **VEHICLE INFORMATION**

|  |  |
| --- | --- |
| Make: [VEHICLE MAKE] | Model: [VEHICLE MODEL] |
| Style / Body Type: [VEHICLE STYLE/BODY] | Year: [VEHICLE YEAR] |
| Color: [VEHICLE COLOR] | Odometer Reading: [VEHICLE MILES (#)] |
| VIN #: [VEHICLE IDENTIFICATION NUMBER (17 CHARACTERS)] | |

1. **THE PARTIES**

Date of Sale: [SALE DATE] (mm/dd/yyyy)

**Buyer**

Name: [BUYER FULL NAME]

Address: [BUYER MAILING ADDRESS]

Phone #: [BUYER PHONE NUMBER] Email: [BUYER EMAIL]

**Seller**

Seller Name: [SELLER FULL NAME]

Seller Address: [SELLER MAILING ADDRESS]

Phone #: [SELLER PHONE NUMBER] Email: [SELLER EMAIL]

1. **PAYMENT**

Transaction type (check one):

**- OPTION 1 (PAYMENT)**

Buyer agrees to pay the following to the seller:

$[PAYMENT AMOUNT]

**- OPTION 2 (GIFT)**

The Seller is giving the vehicle as a gift to the Buyer. The vehicle’s worth is:

$[VEHICLE VALUE]

**- OPTION 3 (TRADE-IN)**

Buyer agrees to pay the following to the seller:

$ [PAYMENT AMOUNT]

Buyer’s trade-in vehicle is valued at:

$[TRADE-IN VALUE]

If a trade-in, the following is the information of the traded-in vehicle:

|  |  |
| --- | --- |
| Trade-in Make: [TRADE-IN MAKE] | Trade-in Model: [TRADE-IN MODEL] |
| Style / Body Type: [TRADE-IN STYLE] | Year: [TRADE-IN YEAR] |
| VIN #: [TRADE-IN VIN] | Odometer Reading: [TRADE-IN MILES (#)] |

Buyer agrees to pay Seller via the following (check one):

- Cash  - Check  - Credit / Debit Card  - Other [OTHER PAYMENT METHOD]

Are taxes included in the purchase price? (check one):

- Yes

- No

Additional Terms & Conditions (Optional): [LIST ANY TERMS AND CONDITIONS HERE]

**ODOMETER DISCLOSURE STATEMENT**

Federal law requires that you state the mileage upon transfer of ownership. Failure to complete this or providing a false statement may result in fines and/or imprisonment.

I / We, [SELLER NAME(S)] (Seller), state that the odometer reading shown above (see Pg. 1) is true and correct to the best of my knowledge, and that it reflects the actual mileage of the vehicle described above, unless one of the following statements is checked:

- I hereby certify that to the best of my knowledge the odometer reading reflects the amount of mileage in excess of its mechanical limits.

- I hereby certify that the odometer reading is not the actual mileage.

1. **SIGNATURES**

IN WITNESS THEREOF, on [SIGNING DATE] (mm/dd/yyyy), the Buyer and Seller acknowledge that the Motor Vehicle is being sold without any representations ("as-is") and that after the sale the Seller shall not have any liability other than the details in this Bill of Sale.

**Buyer Signature:**  Printed Name: [BUYER PRINTED NAME]

**Buyer Signature:**  Printed Name: [BUYER PRINTED NAME]

**Seller Signature:**  Printed Name: [SELLER PRINTED NAME]

**Seller Signature:**  Printed Name: [SELLER PRINTED NAME]

**Witness Signature 1:**  Printed Name: [WIT. PRINTED NAME]

**Witness Signature 2:**  Printed Name: [WIT. PRINTED NAME]

1. **CERTIFICATE OF ACKNOWLEDGEMENT**

STATE OF [NOTARY ONLY: STATE]

[NOTARY ONLY: COUNTY] County, ss.

On [NOTARY ONLY: SIGNING DATE] (mm/dd/yyyy) before me appeared

[NOTARY ONLY: SELLER NAME(S)], [NOTARY ONLY: BUYER NAME(S)], who proved to me through government issued photo identification to be the above-named person(s), in my presence executed the foregoing instrument and acknowledged that he/she/they executed the same as his/her/their free act and deed.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
 **Notary Public**

My commission expires: [NOTARY ONLY: EXPIRATION]