

# Buying a Car from an Individual Seller

## PURCHASE CHECKLIST

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### What you need to collect from the seller (registered owner):

- 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** (*obtained within 90 days*)
- Copy of **ownership certificate** (*vehicle title*)



Verify that there is no lienholder or that the lienholder has signed off on the vehicle's title. If the seller has an existing loan on the vehicle, ask Tech CU to provide you with an authorization of pay-off form. You will also need to obtain the account number for the existing loan.

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### What the buyer and seller need to fill out together:

- The **Vehicle/Vessel Transfer Form** (*Reg 262 Form is available at our branches, through the DMV or through AAA.*)
- Statement of Facts Form** (*Reg 256*)



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.

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### What the buyer needs to gather:

- Copy of **buyer's driver's license**
  - Copy of **insurance declaration page**
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### Fees collected from buyer:

- Vehicle Transfer Fee\***
- Vehicle Title Processing Fee\***
- Use Sales Tax**



Tax based on city of residence. Must be paid using cash/check

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