

# **INSTRUCTIONS FOR BILL OF SALE**

## **Bill of Sale**

In those situations when an individual is buying or selling large pieces of personal property, most often vehicles, motorcycles or trailers, the individual should execute a Bill of Sale. The document should accurately describe the item being sold and the price being paid. Many times the Bill of Sale will be used to determine the amount of sales tax that will be assessed on the sale, especially if a title transfer needs to take place. Remember, in most states a Notary Public will be required to verify the signatures before state agencies will accept the transfer. As a matter of course, it is wise to have the Bill of Sale notarized.

# BILL OF SALE

## KNOW ALL MEN BY THESE PRESENTS:

That \_\_\_\_\_ of  
(Seller)  
\_\_\_\_\_, County of \_\_\_\_\_, State of \_\_\_\_\_, the part \_\_\_ of the  
first part, for and in consideration of the sum of \_\_\_\_\_ Dollars,  
lawful money of the United States of America, to \_\_\_\_\_ in  
(Seller)  
hand paid by \_\_\_\_\_, the part \_\_\_ of the second part,  
(Buyer)  
the receipt whereof is hereby acknowledged, do \_\_\_ by these presents grant, bargain, sell and deliver unto the said  
part \_\_\_ of the second part, the following described personal property now located at \_\_\_\_\_  
in the City of \_\_\_\_\_, County of \_\_\_\_\_, State of \_\_\_\_\_, to-wit:

Description  
Model, Make, Year, Serial #

TO HAVE AND TO HOLD the same to the said part \_\_\_ of the second part, \_\_\_\_\_ heirs, executors,  
administrators, and assigns forever. And said part \_\_\_ of the first part, for \_\_\_\_\_ heirs, executors, administrators,  
covenant \_\_\_ and agree \_\_\_ to and with the said part \_\_\_ of the second part, \_\_\_\_\_ executors, administrators and assigns,  
that said part \_\_\_ of the first part \_\_\_\_\_ owner \_\_\_ of the said property, goods and chattels and ha \_\_\_ good right and  
full authority to sell the same, and that \_\_\_\_\_ will warrant and defend the sale hereby made unto the said part \_\_\_ of  
the second part, \_\_\_\_\_ executors, administrators and assigns, against all and every person or persons,  
whomsoever, lawfully claiming or to claim the same,

IN WITNESS WHEREOF, The said part \_\_\_ of the first part ha \_\_\_ hereunto set \_\_\_\_\_ hand and seal this  
\_\_\_\_\_ day of \_\_\_\_\_, 201\_\_.

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Seller

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Seller

STATE OF \_\_\_\_\_)

County of \_\_\_\_\_)

On this day personally appeared before me \_\_\_\_\_  
(Seller) to me known to be the individual(s) described in and who executed the within and foregoing instrument, and  
acknowledged that \_\_\_\_\_ signed the same as \_\_\_\_\_ free and voluntary act and deed, for the uses and purposes therein  
mentioned.

GIVEN under my hand and official seal this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Notary Public in and for the State of \_\_\_\_\_

Residing at \_\_\_\_\_

My commission expires \_\_\_\_\_