



Arizona Car Title Transfer Checklist

Use this checklist to prepare the documents commonly needed to transfer a vehicle title in Arizona. Requirements can vary by vehicle type, lien status, county, and transaction details, so always confirm with the Arizona Motor Vehicle Division (MVD) before submitting.

QUICK ANSWER

An Arizona title transfer is handled by the Arizona MVD (part of ADOT). The seller signs the title over to the buyer — no notarization is required for a standard sale — and the buyer generally has 15 days to apply for a new title. Arizona's title fee is a low \$4, but you'll also owe an annual Vehicle License Tax (VLT) based on the vehicle's value plus 5.6% transaction privilege (sales) tax. Verify current fees and requirements with the Arizona MVD.

KEY FACTS

State	Arizona
Agency	Arizona Motor Vehicle Division (MVD)
Process	See official source
Notary required	No
Bill of sale	Conditional
Odometer disclosure	Yes
Filing deadline	15 days
Last reviewed	July 6, 2026

QUICK REFERENCE

NOTARY No	BILL OF SALE Conditional	ODOMETER Yes	INSPECTION Conditional
--------------	-----------------------------	-----------------	---------------------------

IMPORTANT DEADLINES

Within 15 days

Arizona requires the buyer to apply for a title within 15 days of purchase; a late penalty may apply after that.

PRINTABLE CHECKLIST

Buyer checklist

- ☐ Signed title from seller **REQUIRED**
- ☐ Government-issued photo ID **REQUIRED**
- ☐ Proof of insurance **REQUIRED**
- ☐ Title transfer fee payment **REQUIRED**
- ☐ Sales tax payment **CONDITIONAL**

Seller checklist

- ☐ Signed vehicle title **REQUIRED**
Sign exactly as your name appears on the title. Do not use a different signature.
- ☐ Odometer disclosure **REQUIRED**
Complete the odometer section on the title or a separate form.
- ☐ Lien release (if applicable) **CONDITIONAL**
If the vehicle had a loan, obtain a lien release letter from the lender.

FEES

\$4 — Title fee (Arizona's title fee is among the lowest in the country; verify the current amount with the Arizona MVD.)



Based on vehicle value — Vehicle License Tax (VLT) (Assessed annually on a percentage of the vehicle's value that decreases as the vehicle ages — this often outweighs the small title fee.)

5.6% state rate — Transaction privilege (sales) tax (State rate; city and county rates may add to this. Verify current rates.)

SPECIAL REQUIREMENTS

Notary: No — Notarization is not required for a standard private-party Arizona title transfer.

Bill of sale: Conditional — Recommended for all title transfers. May be required in some states.

Odometer disclosure: Yes — Required by federal law for vehicles under 10 years old.

Inspection: Conditional — Arizona requires an emissions test before registration for vehicles in the Phoenix (Maricopa) and Tucson (Pima) metro areas that fall outside the exemption window. A Level I inspection may be required for out-of-state, rebuilt, or unverified vehicles. Confirm what applies with the Arizona MVD.

STEP-BY-STEP PROCESS

- 1 Seller signs the title in the seller's signature section.
- 2 Seller completes odometer disclosure on the title.
- 3 Buyer collects the signed title, bill of sale, and any other required documents.
- 4 Buyer submits all documents and fees to the state motor vehicle agency.
- 5 Buyer pays applicable sales tax and title fee.
- 6 New title is mailed to the buyer (timeline varies by state).

COMMON MISTAKES

- Focusing on the \$4 title fee and forgetting the annual Vehicle License Tax (VLT), which is usually the larger cost.
- Missing the 15-day window to apply for the new title.
- Overlooking the Maricopa/Pima emissions test required before registration.
- Expecting to keep the seller's plates — Arizona plates stay with the owner, not the vehicle.

OFFICIAL SOURCES

Arizona MVD — Vehicle Fees & Taxes

<https://azdot.gov/motor-vehicles/vehicle-services/vehicle-fees-taxes>

Arizona MVD

<https://azdot.gov/motor-vehicles>