



## Colorado Private Car Sale Checklist

Use this checklist to prepare for a private vehicle sale in Colorado. Requirements can vary by vehicle type, lien status, and situation, so always confirm with the Colorado Division of Motor Vehicles before completing the transaction.

### KEY FACTS

|                     |                                     |
|---------------------|-------------------------------------|
| State               | Colorado                            |
| Agency              | Colorado Division of Motor Vehicles |
| Process             | See official source                 |
| Notary required     | Not specified                       |
| Bill of sale        | Conditional                         |
| Odometer disclosure | Yes                                 |
| Last reviewed       | January 1, 2026                     |

### QUICK REFERENCE

|                         |                             |                 |                             |
|-------------------------|-----------------------------|-----------------|-----------------------------|
| NOTARY<br>Not specified | BILL OF SALE<br>Conditional | ODOMETER<br>Yes | INSPECTION<br>Not specified |
|-------------------------|-----------------------------|-----------------|-----------------------------|

### PRINTABLE CHECKLIST

#### Seller checklist

- ☐ **Signed vehicle title** **REQUIRED**  
The seller must sign the title over to the buyer. Sign exactly as your name appears on the title.
- ☐ **Odometer disclosure statement** **REQUIRED**  
Required by federal law for vehicles less than 10 years old under 16,000 lbs. Usually completed on the title itself.
- ☐ **Bill of sale** **RECOMMENDED**  
A written record of the sale including VIN, price, date, buyer and seller information. Requirements vary by state.
- ☐ **Vehicle history report (recommended)** **RECOMMENDED**  
Not required but strongly recommended. Helps buyer verify ownership and history.
- ☐ **Release of liability / notice of sale filed with state** **CONDITIONAL**  
Protects the seller from liability after the vehicle is sold. Requirements and process vary by state.
- ☐ **Lien release (if vehicle had a loan)** **CONDITIONAL**  
If there is an outstanding loan on the vehicle, the lienholder must release the lien before or at the time of sale.

#### Required forms

- ☐ **Signed vehicle title** **REQUIRED**  
The certificate of title signed over to the buyer.
- ☐ **Odometer Disclosure Statement** **CONDITIONAL**  
May be on the title itself or a separate form for older titles.

### SPECIAL REQUIREMENTS

**Notary:** Not specified — Notarization requirements vary. Check with the official state agency.

**Bill of sale:** Conditional — Requirements vary by state. Always recommended as a record of the transaction.

**Odometer disclosure:** Yes — Required by federal law for vehicles under 10 years old and under 16,000 lbs.

### STEP-BY-STEP PROCESS

- 1 Verify the title is clear of liens before selling.
- 2 Sign the title over to the buyer in the designated section.
- 3 Complete the odometer disclosure on the title.
- 4 Provide the buyer with the signed title and any other required documents.



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- 5 Notify the state motor vehicle agency of the sale if required.
  - 6 Remove your license plates if required by your state.
  - 7 Cancel your insurance or transfer it to your new vehicle.

### COMMON MISTAKES

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- Not checking for liens before selling — the buyer cannot get a clean title if there's an outstanding lien.
- Skipping the odometer disclosure.
- Not notifying the state agency of the sale, which can leave you liable for future violations.
- Selling 'as-is' without documenting the condition in writing.

### OFFICIAL SOURCES

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**Colorado Division of Motor Vehicles**

<https://dmv.colorado.gov>