



Illinois Private Car Sale Checklist

Use this checklist to prepare for a private vehicle sale in Illinois. Requirements can vary by vehicle type, lien status, and situation, so always confirm with the Illinois Secretary of State — Vehicle Services before completing the transaction.

QUICK ANSWER

Illinois sellers sign the back of the title, complete odometer disclosure for vehicles under 10 years old, and keep their license plates — Illinois plates generally stay with the seller. The buyer must visit an Illinois Secretary of State facility, file Form RUT-50 (Private Party Vehicle Tax Transaction) for the applicable use tax, and apply for a new title and registration within 20 days of purchase.

KEY FACTS

State	Illinois
Agency	Illinois Secretary of State — Vehicle Services
Process	See official source
Notary required	No
Bill of sale	Conditional
Odometer disclosure	Yes
Filing deadline	20 days
Last reviewed	May 10, 2026

QUICK REFERENCE

NOTARY No	BILL OF SALE Conditional	ODOMETER Yes	INSPECTION Not specified
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IMPORTANT DEADLINES

Within 20 days
Buyer must apply for title and registration within 20 days of purchase

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: No — Illinois generally does not require notarization for private vehicle sales.

Bill of sale: Conditional — Not required by law but strongly recommended. A written bill of sale protects both buyer and seller.

Odometer disclosure: Yes — Required for vehicles under 10 years old. Completed on the title.

STEP-BY-STEP PROCESS

- 1 Seller signs the back of the title in the seller signature area and completes odometer disclosure.
- 2 Seller notes the sale price on the title.
- 3 Seller keeps the Illinois license plates — plates go with the owner, not the vehicle.
- 4 Provide the buyer with the signed title.
- 5 Buyer must apply for a new title and plate at an IL SOS facility within 20 days.

COMMON MISTAKES

- Seller leaving plates on the vehicle — Illinois plates stay with the owner.
- Buyer missing the 20-day title transfer deadline.
- Not completing the odometer disclosure on the title.
- Seller not retaining a copy of the signed title for their records.

OFFICIAL SOURCES

IL SOS — Vehicle Services

<https://www.ilsos.gov/departments/vehicles/home.html>

IL SOS — Title and Registration

<https://www.ilsos.gov/departments/vehicles/titles/home.html>