



New York Private Car Sale Checklist

Use this checklist to prepare for a private vehicle sale in New York. Requirements can vary by vehicle type, lien status, and situation, so always confirm with the New York State Department of Motor Vehicles (DMV) before completing the transaction.

QUICK ANSWER

New York sellers must have their signature on the title notarized before handing the title to the buyer — the NY DMV will reject a non-notarized title. Odometer disclosure is required on the title for vehicles under 10 years old. The buyer then has 10 days to register the vehicle at a NY DMV office.

KEY FACTS

State	New York
Agency	New York State Department of Motor Vehicles (DMV)
Process	See official source
Notary required	Yes
Bill of sale	Conditional
Odometer disclosure	Yes
Filing deadline	10 days
Last reviewed	May 10, 2026

QUICK REFERENCE

NOTARY Yes	BILL OF SALE Conditional	ODOMETER Yes	INSPECTION Not specified
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IMPORTANT DEADLINES

Within 10 days
Buyer must register within 10 days of purchase to avoid fines

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: Yes — New York requires the seller's signature on the title to be notarized for private vehicle sales.

Bill of sale: Conditional — Not required by state law but recommended as a record of sale.

Odometer disclosure: Yes — Required. The odometer reading is recorded on the title or on the Odometer Disclosure Statement.

STEP-BY-STEP PROCESS

- 1 Confirm the vehicle title is clear of liens and the seller's name matches the title exactly.
- 2 Seller completes the odometer disclosure section on the back of the title (required for vehicles under 10 years old).
- 3 Seller signs the title assignment in front of a licensed notary public — New York requires the seller's signature to be notarized. Verify the current notarization requirement at dmv.ny.gov.
- 4 Notary stamps and signs the title; seller keeps a copy for their records.
- 5 Seller hands the notarized title and any other required documents to the buyer.
- 6 Seller removes the license plates — New York plates generally stay with the owner, not the vehicle.
- 7 Direct the buyer to register the vehicle at a NY DMV office and complete the title transfer within 10 days of purchase.

COMMON MISTAKES

- Seller signing the title without notarization — New York requires the seller's signature to be witnessed and stamped by a notary public; the NY DMV will reject a non-notarized title.
- Buyer missing the 10-day registration window — fines apply for vehicles not registered within 10 days of purchase in New York.

OFFICIAL SOURCES

NY DMV — Transfer Vehicle Ownership

<https://dmv.ny.gov/registration/transfer-vehicle-ownership>

New York DMV

<https://dmv.ny.gov>