



Virginia Private Car Sale Checklist

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

QUICK ANSWER

To sell a car in Virginia, sign the title over to the buyer (no notarization required), give them a bill of sale or Vehicle Price Certification (Form SUT-1) if the sale price isn't on the title, and remove your license plates — in Virginia, plates belong to the owner, not the vehicle. The buyer should then title the car with the Virginia DMV promptly — generally within about 30 days. Verify current requirements with the Virginia DMV before submitting paperwork.

KEY FACTS

State	Virginia
Agency	Virginia Department of Motor Vehicles (DMV)
Process	See official source
Notary required	No
Bill of sale	Conditional
Odometer disclosure	Yes
Filing deadline	30 days
Last reviewed	July 6, 2026

QUICK REFERENCE

NOTARY No	BILL OF SALE Conditional	ODOMETER Yes	INSPECTION Not specified
--------------	-----------------------------	-----------------	-----------------------------

IMPORTANT DEADLINES

Within 30 days

Virginia generally expects the buyer to title the vehicle within about 30 days of purchase; a late fee may apply after that. Verify the current deadline with the Virginia DMV.

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 — Virginia does not require notarization for a standard private-party title assignment.

Bill of sale: Conditional — A bill of sale or Vehicle Price Certification (Form SUT-1) is commonly needed when the sale price is not recorded on the title, so the buyer's Sales and Use Tax can be calculated. Keep a signed copy for your records.

Odometer disclosure: Yes — Required by federal law for vehicles under 10 years old; the seller completes the odometer section when assigning the title.

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.
- 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

- Leaving your license plates on the car — Virginia plates belong to the owner, not the vehicle, so remove them before handing it over.
- Assuming the sale must be notarized — Virginia does not require notarization for a standard private-party title assignment.
- Skipping the odometer disclosure on the title for a vehicle under 10 years old.
- Not keeping a signed copy of the bill of sale for your records and the buyer's tax calculation.

OFFICIAL SOURCES

Virginia DMV — Buy or Sell a Vehicle
<https://www.dmv.virginia.gov/vehicles/buy-sell>

Virginia DMV
<https://www.dmv.virginia.gov>