

Vehicle Sale Checklist

Vehicle Information Checklist

Basic Details

NOTE: If vehicle has a lien, this must be cleared before it can be listed.

- ☐ Year, Make, Model
 - ☐ VIN Number
 - ☐ Odometer Reading
 - ☐ Required Ownership/Title Paperwork (varies by province/state— check legal requirements)
 - ☐ If this is an estate sale you may require additional information/paperwork
 - ☐ Any Damages Noted
 - ☐ Vehicle Options (check via [VIN Decoder](#))
 - ☐ Number of Keys/Fobs
 - ☐ Running Condition
 - ☐ Date Last Used / Known Working Condition
 - ☐ Plates Included (Y/N — check local requirements)
 - ☐ If safetied, did it pass/fail
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Photo Requirements- Best Practice

- ☐ Front, Back, Left, Right Sides of Vehicle

- ☐ Tires (close-ups)
- ☐ Any Damages, Scratches, Dents, or Rust
- ☐ Low Angle (wheel wells or undercarriage)
- ☐ Inside Hood
- ☐ Control Panel (powered on if possible)
- ☐ Front Seats & Back Seats
- ☐ Inside Trunk
- ☐ Accessories Included
- ☐ Paperwork (cover personal details)

Bonus- send a video of the vehicle running or a walk around . If seller is on site they could drive vehicle for a video too.

Obtaining a vehicle inspection can improve transparency, provide clear disclosure, and give buyers greater confidence. Some areas may require this, check your local DMV/ Ministry for requirements.

Maxsold obtains CARFAX reports for all vehicles. If a seller already has a CARFAX report that's less than three months old, it can be used instead.

NOTE all vehicles sold in Ontario Canada require a UVIP