START HERE

Read this page first · it tells you where your files are and which one to open.

Where your files live

- Your files live in your Etsy account. Go to Etsy · Purchases · Download Files.
- Nothing ships. Your download is ready the moment your payment clears.
- Save a backup copy to your phone, computer, or cloud drive.

How to open everything

- PDFs open in any free PDF reader (phone, tablet, or computer).
- If your download arrives as a .zip, tap or double-click it to unzip, then open the files inside.
- The spreadsheet (.xlsx) opens in Excel or Google Sheets (free).

Which file is for what

- Flat US Letter PDF · print at home or at a copy shop.
- Flat A4 PDF · for A4 printers.
- Ink-friendly B&W US Letter PDF · saves ink, photocopies cleanly.
- Fillable PDF · tap-type on your phone, no printing required.
- Spreadsheet (.xlsx) · working formulas with demo data you can replace.

Your bonus file

A free A4 ink-friendly black-and-white version is linked in your Etsy thank-you message after purchase. The link is also the fastest way to re-download if you switch devices.

Stuck? Talk to a human

Message us here on Etsy and we will help you get it open. Tell us your device (phone, tablet, computer) and what you see on screen · that gets you a fix fastest.

The Moment This Solves

You are selling a salvage or rebuilt-title car. The buyer is excited today · and could claim tomorrow they never knew. This packet puts the title brand, the history you know, and the buyer's signed acknowledgment in one file, before money changes hands.

How this kit works

- Step 1: copy the title brand exactly as printed on the title itself on page 3 · never from memory or the listing.
- Step 2: write the history you actually know on page 4, and mark plainly what you do NOT know.
- Step 3: walk the buyer through the disclosure on page 5 in person, line by line, before they sign.
- Step 4: both parties sign page 6, keep a copy each, and file photos of the title and VIN with the packet.
- This packet records disclosure. It states no state title law, branding rule, or disclosure deadline as applying.

Sale at a glance

Seller name:

Buyer name:

Vehicle (year / make / model):

VIN (copied from the vehicle):

Sale date / price agreed:

This packet is a general documentation tool. It is not legal advice · consult an attorney about your situation and your state's title and disclosure rules before you sell.

Title Brand Record · As Printed

Copy the brand word-for-word from the face of the title. If the title and the vehicle disagree anywhere, stop and resolve it before any sale.

Brand as printed on title (exact words):

Title number / state that issued it:

Title holder name (as printed):

Lien shown on title? Holder as printed:

Odometer reading / brand (as printed):

- ☐ A clear photo of the front of the title is filed with this packet.
- ☐ The VIN on the title matches the VIN plate on the vehicle · read both, digit by digit.
- ☐ The buyer has seen the actual title, not just this summary page.

Known History · What You Know, What You Don't

Write only what you know and how you know it. 'Unknown' is an honest, protective answer · guessing is what creates fraud claims.

History item	Known?	Source

Damage / repair history you know, in plain words:

History you do NOT know (list it plainly):

Reports you hold (name + date):

- ☐ Every statement here is something you can point to: a document, a photo, or work you personally saw done.
- ☐ Nothing was softened: if it was in a flood, fire, or major crash to your knowledge, it is written here.

Buyer Disclosure Walk-Through

Read each line aloud with the buyer present. Initial each line as you go · this is the moment that prevents the later phone call.

- ☐ Buyer understands this vehicle carries a salvage / rebuilt / branded title as printed on page 3.
- ☐ Buyer has read the known-history page, including the parts marked unknown.
- ☐ Buyer understands a branded title can affect insurance, financing, and resale · in their own words, discussed today.
- ☐ Buyer has had the chance to arrange their own independent inspection before signing.
- ☐ Buyer understands the sale terms for this vehicle are as written in the sale documents, not as discussed casually.

Inspection arranged by buyer? When / where:

Questions the buyer asked, and answers given:

Signed Acknowledgment

Both parties sign after the walk-through · not before it. Each keeps a complete copy of this whole packet.

We, the undersigned, confirm the disclosure walk-through in this packet took place on the date below, that the buyer saw the title described on page 3, and that the buyer received a complete copy of this packet.

Seller name: _____ Signature: _____ Date: _____

Buyer name: _____ Signature: _____ Date: _____

Vehicle VIN: _____ Sale price: $_____

- ☐ Both copies are complete: every page, including the known-history page.
- ☐ Photos of the signed pages are backed up the same day.

This acknowledgment records that a disclosure conversation happened and what it covered. It does not replace any form or filing your state requires · ask your attorney or title agency what else your sale needs.

Photo & Document Evidence Index

Index the proof that travels with this packet, so either party can find it years later in minutes.

Document / photo	Date	Filed where

- ☐ Title front photo, VIN plate photo, and four-corner vehicle photos are in this index.
- ☐ Any history report or repair receipt named on page 4 is filed, not just named.

Evidence I could not obtain, and why:

Post-Sale Record

After the sale, record the transfer steps you completed, with dates · your future self will thank you if a ticket or toll arrives.

Date title was handed to buyer:

Date you filed any seller notice your state offers (name it):

Plate disposition (your words):

Copy of packet kept where:

Buyer contact as given at sale:

- [ ] Your retained copy is the complete packet, including the signed acknowledgment page.
- [ ] Listing screenshots and messages about this sale are saved with this packet.

If a Dispute Comes · Response Log

If the buyer later claims they were not told, this log plus the signed packet is your record. Log facts and dates only.

Date	Claim (their words)	Your response

Document you sent them in response:

Date sent / method:

> Do not argue the law in messages. Send the signed packet, state the dates plainly, and take any real dispute to an attorney promptly.

Closeout & Disclosure File Checklist

File it complete tonight, while the sale is still one story both sides remember the same way.

Closeout checklist

- [ ] Title record, known history, walk-through, signed acknowledgment, evidence index, and post-sale record are filed together under the VIN.
- [ ] The buyer's copy and your copy are the same packet · page count checked.
- [ ] The spreadsheet disclosure log is updated: vehicle, brand as printed, buyer, and acknowledgment date.

Questions to ask a professional

- Ask your attorney: what disclosure does my state require for a branded-title sale, beyond this packet?
- Ask your title agency: is this title ready to transfer, and what forms travel with it?
- Ask your insurer: what changes when I sell a branded-title vehicle?

This packet is a general documentation tool you complete from the title itself and your own knowledge. It is not legal advice · consult an attorney about your situation. It states no state title law, branding rule, or disclosure deadline as applying.