VEHICLE SALE SERIES

START HERE

Your files, in plain language — read this page first.

WHERE YOUR FILES LIVE

After purchase, your files live in your Etsy account. Sign in to Etsy, go to Purchases (your profile icon, then Purchases and reviews), open this order, and choose Download Files. Save the downloads to your phone or computer before you start filling anything in.

HOW TO OPEN THEM

1. PDF files open in any free PDF reader, browser, or phone Files app. If a file arrives as a ZIP, tap or double-click it to unzip, then open the files inside.
2. The spreadsheet (.xlsx) opens in Excel, Google Sheets (upload it, then open), or LibreOffice. Yellow cells are yours to fill in.
3. Print the flat PDF, or skip printing and use the FILLABLE PDF on your phone — tap each field and type.

WHICH FILE IS FOR WHAT

- ☐ FLAT PDF (US Letter + A4) — print and fill in by hand, or keep as the clean master copy.
- ☐ B&W US LETTER PDF — ink-friendly grayscale version for cheap home or office printing.
- ☐ FILLABLE PDF — phone-friendly version; type into every field on the go.
- ☐ SPREADSHEET (.xlsx) — notice and fine tracker that lists every toll, ticket, and letter received after the sale, what you sent, and the running total in dispute.
- ☐ BONUS FILE — the A4 ink-friendly B&W version is NOT in the Etsy download. Its free download link is in your Etsy thank-you message after purchase (Message to buyers).

STUCK? MESSAGE US

- Open your Etsy order and choose Message seller (or Messages in the Etsy app) and tell us what you are stuck on. We reply through Etsy messages.

Disclaimer: This packet is a general documentation tool. It is not legal advice, consult an attorney about your situation and your state's process — release-of-liability and seller-notice rules vary by state.

Sale Snapshot — The Facts Everything Hangs On

One page with the sale, the vehicle, and the buyer — from the paperwork.

Fill this from the bill of sale, title copy, and your sale messages — never from memory. Every letter in this packet points back to these facts, so they must match the documents exactly.

THE SALE

Sale date / time: _____ Sale price: _____

Where sold (address / meeting place): _____

Bill of sale signed? Y / N — copy kept where: _____

THE VEHICLE

Year / make / model: _____

VIN (full): _____ Plate at sale + state: _____

Odometer at sale (from the paperwork): _____

THE PARTIES

Seller name + address: _____

Buyer name (as on their ID / paperwork): _____

Buyer address + phone (as given at sale): _____

KEEP THE PAPER

- Keep the bill of sale, a photo or copy of the signed title, and your sale messages for years, not months. Late tolls and tickets can arrive long after a sale — this packet only works if the proof underneath it survives.

What To File & Where — In Order

State-agnostic steps. Your state's names and forms differ — step 1 finds yours.

1. FIND YOUR STATE'S SELLER NOTICE: most states offer a seller's report of sale / release of liability / notice of transfer — through the DMV, tax office, or an online portal. Search your state's official .gov site for 'report of sale' or 'release of liability' plus your state name, or call the office on page 4. Write the exact name of your state's filing here: _____
2. FILE IT AS SOON AS YOUR STATE ALLOWS — ideally the day of sale. Keep the confirmation, receipt, or screenshot; log it on page 6. A filing you cannot prove is an argument waiting to happen.
3. PLATES: follow your state's plate rule — in some states plates stay with the seller, in others they stay with the vehicle. Do what your state says, and write what you did on page 6.
4. INSURANCE: tell your insurer the vehicle is sold, with the date — but only cancel or remove coverage once your state's seller notice is filed, so there is no gap you are blamed for. Log the call on page 9.
5. TOLL ACCOUNTS: remove the vehicle and plate from your toll account and tell the toll agency about the sale if notices continue — the letter on page 5 is written for that.
6. KEEP EVERYTHING: bill of sale, title copy, filing confirmation, and this packet together. If a notice arrives months later, pages 7–9 turn it into a same-day response instead of a panic.

This packet does not name your state's form, deadline, or fee, because those genuinely differ by state and change over time. Anyone who prints one state's rules on a national product is guessing with your liability — find yours in step 1 and write it in.

DMV / Agency Notification Letter

Copy-ready letter — fill the blanks, attach the proof, send it tracked.

Use this when your state has no seller-notice form, when the agency asks for a written statement, or as a cover letter with the form. Copy it onto your own page or complete it here and print this page.

LETTER DETAILS

Your name + mailing address: _____

Agency name + address: _____

Date of this letter: _____ Re: vehicle (year / make / VIN last 6): _____

LETTER TEXT (copy-ready): 'Dear Sir or Madam: I am writing to notify your office that I sold the vehicle identified above on the sale date in the enclosed bill of sale, to the buyer named in that document. I am no longer the owner of this vehicle and I do not authorize its use. Please update your records to show the transfer, and please direct any notices, tolls, or charges arising after the sale date to the buyer. Enclosed: copy of the bill of sale and a copy of the signed title (front and back). Please send written confirmation that this notice was received and recorded. Thank you.'

BEFORE YOU SEND

Enclosures checked (bill of sale / title copy): _____

Sent (date / method — certified mail # on page 6): _____

Disclaimer: general template for organizing a notice. It is not legal advice, consult an attorney about your situation and your state's process.

Toll Agency / Notice Sender Letter

For the toll bill, ticket, or fine that arrives for a car you no longer own.

Send this to whoever issued the notice — toll agency, parking authority, court, or collection sender named on it. One letter per notice; log each one on page 7 and in the spreadsheet.

THE NOTICE YOU RECEIVED

Sender (agency / authority / collector): _____

Notice / account / citation #: _____ Amount claimed: _____

Date(s) of the alleged toll / violation: _____ Received by you on: _____

LETTER TEXT (copy-ready): 'Dear Sir or Madam: I received the notice identified above for a vehicle I no longer own. I sold this vehicle on the date shown in the enclosed bill of sale, before the date(s) in your notice, to the buyer named in that document. I also filed a seller notice / release of liability with my state (confirmation enclosed, if available). Please transfer this charge to the buyer, correct your records, and confirm in writing that I am not liable for charges arising after the sale date. Enclosed: bill of sale copy, title copy, state filing confirmation (if available). Thank you.'

SEND RECORD

Sent (date / method / tracking #): _____

Response received (date / outcome): _____

Answer every notice, even duplicates — an unanswered notice can escalate while a documented dispute usually does not. Keep the response with this packet.

Certified Mail Checklist & Filing Log

Tracked, signed-for, and provable — how every letter in this packet travels.

1. COPY BEFORE YOU SEAL: photocopy or photograph the signed letter and every enclosure. The copy in this packet is your proof of what you actually sent.
2. SEND IT TRACKED: for agency letters, use a mail service with tracking and delivery confirmation (certified mail with return receipt is the common choice at US post offices). Keep the receipt with the tracking number.
3. LOG IT BELOW the same day: recipient, what was sent, tracking number, and cost.
4. FILE THE DELIVERY PROOF when it comes back — signed receipt or tracking printout — in this packet, and note the delivery date below.
5. DIARY THE FOLLOW-UP: if no written response arrives within the sender's own stated timeframe, send the page-5 letter again referencing the first, and log that too.

MAIL & FILING LOG

Filed / sent (what + to whom): _____

Date: _____ Method / tracking #: _____ Delivered (date): _____

Filed / sent (what + to whom): _____

Date: _____ Method / tracking #: _____ Delivered (date): _____

State seller notice filed? Date / confirmation #: _____

Plates — what you did (state rule on page 3): _____

Fine & Notice Response Log

Every post-sale notice, answered and tracked — nothing ignored, nothing paid twice.

One block per notice received after the sale. The spreadsheet version totals the amounts in dispute and flags which notices still have no response — check it monthly until senders stop writing.

NOTICE 1

Sender + notice #: _____ Amount: _____

Alleged date(s): _____ Received: _____

Response sent (date / letter used — page 4 or 5): _____

Outcome (transferred / closed / still open): _____

NOTICE 2

Sender + notice #: _____ Amount: _____

Alleged date(s): _____ Received: _____

Response sent (date / letter used): _____

Outcome: _____

NOTICE 3

Sender + notice #: _____ Amount: _____

Alleged date(s): _____ Received: _____

Response sent (date / letter used): _____

Outcome: _____

A COLLECTOR IS CALLING?

- Stay factual and brief: you sold the vehicle before the charge date, you have documents, and you are sending them in writing. Then send the page-5 letter with enclosures, tracked, and log it here. This packet is not legal advice, consult an attorney if a sender sues or refuses to correct the record.

Buyer Contact Record

What you told the buyer, and when — written down while it is simple.

COPY-READY MESSAGE TO THE BUYER (adapt, keep it factual): 'Hi [name] — following up on the [vehicle] I sold you on [date]. Notices for tolls/tickets dated after the sale are arriving in my name because the transfer was not recorded. Please register/title the vehicle in your name right away, and confirm back to me when it is done. I have filed my seller notice with the state and sent the documents to the agencies. Thanks.'

CONTACT LOG

Date / method (text, call, message): _____

What was said / promised: _____

Date / method: _____

What was said / promised: _____

Buyer confirmed registration / title done? Date: _____

Keep messages polite and in writing where you can. If the buyer will not register the vehicle and notices keep coming, that record — plus your state filing — is exactly what an attorney or agency needs to see. Consult an attorney about next steps in your state.

Signatures, Copies & Closeout

Close the file so a letter next year takes ten minutes, not a weekend.

THE FILE — check when it is in the packet

- ☐ Sale snapshot (page 2) completed from the paperwork, not memory.
- ☐ Bill of sale copy and signed title copy in the packet.
- ☐ State seller notice filed, confirmation in the packet (page 6).
- ☐ Plate action recorded (page 6) and insurer notified (logged below).
- ☐ Vehicle removed from toll accounts; page-5 letter sent for any notice received.
- ☐ Every post-sale notice logged and answered (page 7).

INSURER NOTICE

Insurer told (date / who / method): _____

Coverage removed / changed effective: _____

SELLER CONFIRMATION

Seller signature: _____ Date: _____

Print name: _____ Phone: _____

Optional at-sale signature: if the buyer is still with you, both sides signing the sale snapshot on page 2 at handover is the strongest ten seconds in this packet. Buyer signature (optional): _____ Date: _____

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