

## Private Owner Auto Sales

When not buying from a dealership we will need the following:

1. Sales agreement (Tri Boro can provide you one)
2. Copy of the title  
or
3. If the vehicle is financed, we will need a copy of the owner's card and a 10-payoff letter from the lender
4. Name, address, and phone number of the notary who will do the title transfer
5. We will need the sales taxes and notary fees deposited into your Tri Boro share (savings) account; we will make the check out to the notary once the title comes to us

If the seller has the auto financed, the process is:

- You sign for the loan
- We mail the check to the seller's lender
- We receive the title, and we mail the title to the notary
- You and the seller go to the notary to complete the transaction and you take possession of the vehicle
- The vehicle is titled in your name, and you receive a registration card, and the title comes to Tri Boro

If the vehicle is 10 years old or older a physical inspection will be required prior to financing. We need to make sure it runs and is inspected.

PRIVATE OWNER SALES AGREEMENT

I/WE \_\_\_\_\_  
NAME OF SELLER(S)

AM/ARE SELLING THE \_\_\_\_\_  
YEAR, MAKE, AND MODEL OF VEHICLE

EQUIPPED WITH THE FOLLOWING OPTIONS:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

WITH THE VEHICLE IDENTIFICATION NUMBER: \_\_\_\_\_

CURRENT MILEAGE: \_\_\_\_\_

TO \_\_\_\_\_  
NAME OF BUYER(S)

FOR \$ \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF SELLER

\_\_\_\_\_  
SIGNATURE OF SELLER

\_\_\_\_\_  
SIGNATURE OF BUYER

\_\_\_\_\_  
SIGNATURE OF BUYER