

BUYERS' & SELLERS CHECKLIST

If you have just purchased a vehicle and are planning a trip to the County Treasurers Office to transfer title, you must have an Iowa Driver's License, Iowa ID, or Social Security Number. If you do not have an Iowa Drivers License or Iowa ID, we request that you bring your original Social Security Card with you, along with the completed forms listed below.

ALL FORMS MAY BE FOUND AT WWW.STORYCOUNTYIOWA.GOV/477/MOTOR-VEHICLE-FORMS

1. Assignment of Title

- i** The original title with the "Assignment of Title" completed by the seller and buyer. In Iowa, this is located on the back of the title. **Read carefully before completing the assignment of title. Alterations or erasures will void the title. The title must be transferred within thirty (30) days from the date of sale to avoid penalty.**

****Any Alteration or Erasure Voids the Title. ****

Reminder: The name and signature of the seller must be the same as it appears on the front of the title. If the vehicle has an Iowa title, and two owners are listed with the word "AND" to the right of their names, both owners must sign the back of the title. If the vehicle has the word "OR" appearing to the right of their names, either owner can sign as seller (Only one signature required). **Each state has different signature requirements based on conjunction between names. Call our office if you have an Out-of-State title.**

2. Application for Certificate of Title and/or Registration (Form 411007)

- i** An "Application for Certificate of Title and/or Registration" that has been completed and signed by all persons to be listed as owners on the new title. **You cannot place a person's name on a vehicle title without their personal information and signature on the application for title.**

3. Odometer Statement (Form 411077)

- i** If the vehicle is nine model years old, or newer, the seller must complete the odometer statement with no tenths on the back of the Iowa Title (Assignment of Title).

4. Damage Disclosure Statement (Form 411108)

- i** If the vehicle is seven years old, or newer, the "Damage Disclosure Statement" (DDS) must be completed on the back of the Iowa title (Assignment of Title). An out of state title will require a separate Damage Disclosure Statement to be completed by the Iowa buyer.

5. Purchase Agreement / Bill of Sale

- i** A purchase agreement or bill of sale may be required for any title transactions. A Purchase Agreement or Bill of Sale is suggested for the security of the buyer and seller.

The sale of a small regular trailer weighing under 2000 lbs. without a signed registration **will require** a Bill of Sale.

It is good practice to maintain evidence of the sale of the vehicle by:

- Seller & Buyer retain a copy of the Bill of Sale / Purchase Agreement
- Retaining a copy of the front & back of the title showing assignment to the buyer

6. License Plates

- i** The seller will keep the license plates to return to their County Treasurer's office. Do **NOT** put an in transit sign in the back window. The Code Of Iowa allows an individual to drive their newly acquired vehicle for 30 days within the state on a signed bill of sale or title. A photocopy of the signed title or a Bill of Sale should be kept in the vehicle for proof of ownership until the title has been transferred.

7. Call / Email Our Office

- i** Call the Story County Motor Vehicle Office (515) 382-7340 to ensure you have all necessary documents, signatures and information. Please have your paperwork when calling. **Ask for the name of the clerk you spoke with on the phone.**

Email a photocopy of all paperwork to: Auto@storycountyiowa.gov. This process makes it easier for us to confirm that the title work is not altered or missing additional information.

8. Disclaimer

- i** The above requirements do not cover special circumstances that frequently occur such as leased vehicles, trusts, gifts, use of power of attorney, transfers upon death and many other situations. In these cases, please call our office before making an unnecessary trip (515) 382-7340.

This is general information only. Approval is **not** guaranteed until we see all completed, original documents in our office.

9. PAYMENTS

- i** Accepted forms of payment in the office: Cash – Check – Money Order

Debit Card – A processing fee of \$2.00 will be accessed on all debit card transactions.

Credit Discover / MasterCard / Visa – A processing fee of 2.25% will be accessed on all credit card transactions.

\$20.00 Service Charge On All Returned Payments