

## **SAMPLE BILL OF SALE FORM**

This Sample Bill of Sale Form can be used to transfer ownership of most personal property from one party (“the Seller”) to another (“the Buyer”). This form should not be used for real estate, mobile homes, campers, trailers, automobiles, ATVs, motorcycles, snowmobiles, boats, or any property that requires a title.

### **INSTRUCTIONS FOR SAMPLE BILL OF SALE FORM:**

1. In the first blank space, enter the Seller’s name.
2. In the second blank space, enter the Buyer's name.
3. In the Four longest spaces, enter a detailed description of the item(s) being sold.
4. Enter the amount for which the property is being sold.
5. Enter the date on which the sale will become effective. Normally this is today’s date but you might be preparing the bill of sale in advance.
6. Under the Seller’s section print the seller’s name, address, and phone number. Do not sign the form unless the Buyer is present and ready to complete the form.
7. Under the Buyer’s section print the buyer’s name, address, and phone number. When the sale is being completed, the Buyer should sign the form.

**BILL OF SALE**

\_\_\_\_\_ (the "Seller"), does hereby sell, assign and transfer to  
\_\_\_\_\_ (the "Buyer"), the item(s) described as follows:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

for the TOTAL AMOUNT OF \$\_\_\_\_\_.

The Seller warrants that the items(s) is(are) being transferred to the Buyer free and clear of any liens and encumbrances.

The above item(s) is(are) sold on an "AS IS" basis. The Seller makes no warranties, express or implied unless specifically stated in this document.

This transfer is effective as of \_\_\_\_\_.

The ownership of the item(s) shall be transferred to the Buyer immediately upon the signing of this Bill of Sale.

**SELLER:**

\_\_\_\_\_ (Print Seller's name)  
\_\_\_\_\_ (Seller's address)  
\_\_\_\_\_ (Seller's phone number)  
\_\_\_\_\_ (Seller's signature)

**BUYER:**

\_\_\_\_\_ (Print Buyer's name)  
\_\_\_\_\_ (Buyer's address)  
\_\_\_\_\_ (Buyer's phone number)  
\_\_\_\_\_ (Buyer's signature)

CERTIFICATION

I, the undersigned, a Notary Public in and for the State of \_\_\_\_\_,  
hereby certify that the persons whose names are signed to the foregoing instrument, and who are  
known to me, acknowledged before me on this day that, being informed of the contents of the  
instrument, they, executed the same voluntarily on the day the same bears date.

Given under my hand this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_

Notary Public

My Commission Expires \_\_\_\_\_