The following form fulfills the basic, mandatory requirements of a bill of sale. If the buyer and seller wish to add any additional clauses or special conditions, it can be done at the discretion of both parties involved. The buyer and seller should both retain a copy for their records.

Bill of Sale

Date: _____

I, the undersigned seller(s), [print full legal name(s), as shown on a driver's licence or identification card]

_____

_____

_____

For the sum of $_____ ,

Sell to the undersigned buyer(s), [print full legal name(s), as shown on a driver's licence or identification card]

_____

_____

_____

The following vehicle: **Year:** _____ **Make:** _____ **Model:** _____

VIN: _____ **Mileage (KM):** _____

Please check the applicable statement:

☐ The undersigned **buyer(s)** accepts receipt of this Bill of Sale and understands that the above vehicle is sold in "as is" condition with no guarantees or warranties, either expressed or implied, for the vehicle.

OR

☐ The undersigned **buyer(s)** accepts receipt of this Bill of Sale and the **buyer** and **seller** expressly agree that the vehicle is sold with the following conditions/guarantees/warranties (please attach additional information as required):

_____

The undersigned seller affirms that the above information about this vehicle is accurate to the best of his/her knowledge.

Seller's signature(s):

_____

_____

_____

Buyer's signature(s):

_____

_____

_____

Important: All sellers and buyers must sign the bill of sale to allow the new owner(s) to register the vehicle.

Instructions for the Bill of Sale

General

The purchasing customer(s) must present an **original**, completed and signed Bill of Sale to their Autopac agent or service centre to become the legal owner(s) of the vehicle and to register it. Copies (e.g., photocopies, faxes, scans) of the Bill of Sale may be accepted if the documents are complete, include the signatures of the seller and the purchaser if applicable, and are clear and legible.

When you purchase a vehicle privately in Manitoba, you will also need all of the following documents to register and insure the vehicle:

- A complete Bill of Sale
- A valid, in force Certificate of Inspection (COI).
- A Transfer of Ownership Document (TOD), which is located on the back of the vehicle registration card. This document must be completed and signed by the previous owner.

If any required information is filled in incorrectly or incompletely, the Bill of Sale may not be accepted and the vehicle cannot be registered.

Note: Additional documents may be required.

Required Information on a Bill of Sale

All of the following information **must** be present on the Bill of Sale. If any of this information is missing, the Bill of Sale is not valid.

- The date the vehicle was sold.
- The legal names of all current legal owners of the vehicle, as it appears on their driver's licence or identification card.
- The amount paid by the buyer(s) to the seller(s) for the vehicle.
- The names of all parties who intend to have or share ownership of the vehicle.
- Information about the vehicle, including:
    - Model year
    - Make
    - Model
    - Serial number (VIN)
    - Mileage (if applicable)

The vehicle information must match what is on the most recent registration card for the vehicle. The mileage reading, if applicable, must be as recent as possible.

- The nature of the sale and whether there are conditions (for example, "sold as is"). Conditions may be attached as a separate document.
- All parties listed as buyers or sellers must sign the Bill of Sale.

RST Information

Retail Sales Tax (RST) must be collected on all purchased vehicles before they can be registered in Manitoba.
For more information on the RST, please see the Manitoba Public Insurance website.