

Bill of sale checklist*

*This guide is not a substitute for legal advice and is not designed as a substitute for advice from qualified independent legal counsel. This guide is not intended to be an exhaustive list of applicable legislation.

(Check to ensure everything was included on the bill of sale)

✓	The following information must be included on a vehicle bill of sale in a clear and legible manner as per the Automotive Business Regulation (ABR) Sections 31.2(1) and (2):
	Consumer's name and address.
	Number found on consumer's government-issued identification (such as a driver's licence).
	Business name, address and AMVIC licence number.
	Salesperson name and AMVIC registration number.
	Vehicle make, model, year, colour, body type and VIN.
	Date of the bill of sale.
	Vehicle delivery date to the consumer.
	All fees and charges including: any delivery/freight/transportation charges, any inspection fees, any licensing fees, charges for warranties and all taxes and levies, including GST; and the timing for payment of each fee and charge.
	A list of all extra equipment or options and the cost of each.
	The total cost of the vehicle including all fees, charges and costs of the extra equipment and options.
	If down payment or deposit amount is paid: the amount of the deposit or down payment and the balance remaining to be paid.
	Trade-in: identifying information on the traded in vehicle and the value of the trade-in allowance incorporated into the cost of purchase of the vehicle being sold to the consumer.
	Trade-in with loan still on it: the remaining loan balance incorporated into the cost of purchase.
	Credit agreement: a disclosure statement regarding the credit agreement must be provided on or attached to the bill of sale.
	Any and all promises, offers or inducements at no extra charge made to the consumer individually listed.
	New vehicle: current odometer reading if vehicle is available and the maximum odometer reading at the time of vehicle delivery to the consumer.
	Used vehicle: current odometer reading. If current odometer reading is not available, include the maximum odometer reading at the time of vehicle delivery to the consumer.
	Attach the current Mechanical Fitness Assessment (MFA).
	Attach copies of any reports, documents and disclosure statements regarding the previous use, history or condition of the vehicle including those required under the laws of another province or country.
	A written declaration that all vehicle history information from ABR Section 31.1 was provided to the consumer.
	All restrictions, limitations and conditions the business has the right to enforce in the purchasing agreement are written in a clear and comprehensible manner.