Private Sale Paperwork Checklist

What to gather, what to sign, and what to bring to ServiceOntario

Seller

1. **Order the Used Vehicle Information Package**
   Ask ServiceOntario or order online before you list the bike; the buyer will need it.
2. **Check the VIN against your permit**
   The number on the frame and the number on the ownership document should match.
3. **Complete an original bill of sale**
   Your name, address and signature, the buyer's name and address, and the date. Handwritten is fine.
4. **Hand over the vehicle portion of the permit**
   Keep the plate portion and the plates themselves; they stay with you.
5. **Tell your broker the bike is sold**
   So it comes off your policy and your plates are ready for the next bike.

Buyer

1. **Read the UVIP before paying**
   Check the registration history, liens and whether the VIN matches the bike.
2. **Arrange insurance before ServiceOntario**
   Proof of insurance is part of registering the bike in your name; ask your broker to set it up ahead of the sale date.
3. **Register the bike promptly**
   Ask ServiceOntario about the current time limit for registering a used vehicle; do not let it slip.
4. **Ask about the Safety Standards Certificate**
   Confirm whether you need one to have plates issued and how long it stays valid.

Both of You

1. **Photograph every signed page**
   Bill of sale, permit, UVIP and the other person's ID beside them.
2. **Check the seller's name matches the permit**
   A mismatch is a reason to pause, not a detail to sort out later.
3. **Ask before assuming**
   Family transfers, liens and rebuilt bikes have their own rules; ask ServiceOntario first.

Sort the paperwork first, then ride with confidence.

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