Vehicle Bill of Sale (Ontario)

For private sales of cars, SUVs, trucks, vans and motorcycles. Use it with the seller's UVIP.

ontarioinsights.com

Free template

1. SELLER (CURRENT REGISTERED OWNER)

Full legal name (as on the ownership permit)

Phone

Street address

City / town

Postal code

2. BUYER

Full legal name

Phone

Street address

City / town

Postal code

3. VEHICLE

Year

Make

Model

Body type (sedan, SUV...)

Colour

Vehicle identification number (VIN, 17 characters)

Odometer reading

km / mi

Power source: Gas | Diesel | Electric | Hybrid | Other

4. SALE DETAILS

Date of sale (YYYY-MM-DD)

Purchase price (CAD) $

Deposit paid $

Balance paid on delivery $

Payment: ☐ Cash ☐ Bank draft / certified cheque ☐ Interac e-Transfer ☐ Other

Place of sale (city)

Taxes collected and HST/GST no. (dealers only; private sale: "None")

5. CONDITION AND TERMS

☐ Sold "as is", no warranty ☐ Safety Standards Certificate included ☐ Seller has given buyer the UVIP

☐ Seller confirms no money is owed on the vehicle (no liens) ☐ Vehicle portion of permit signed over

Other terms, known problems or items included (winter tires, spare keys...)

The seller confirms they own the vehicle and have the right to sell it, and that the information above is true. The buyer confirms they have received the vehicle on the date of sale.

6. SIGNATURES

Seller signature (sign in ink)

Date (YYYY-MM-DD)

Buyer signature (sign in ink)

Date (YYYY-MM-DD)

Print, then sign in ink: ServiceOntario wants the original

Fill it in on screen, print two copies and have both of you sign each one. The buyer takes one original to ServiceOntario within 6 days; the seller keeps the other. The bill of sale page inside the UVIP does the same job, so use whichever you prefer, or both.

Private Sale Checklist (Ontario)

Tick it off as you go. Seller on the left, buyer on the right.

ontarioinsights.com

Free template

Seller: before and on sale day

- [ ] **Order the UVIP.** $20 from ServiceOntario. Same day in person, or mailed (allow up to about 2 weeks) if ordered online.
- [ ] **Check the VIN** on the dash and door jamb matches your green ownership permit.
- [ ] **Clear any loan.** The UVIP lists liens; a buyer will walk if money is owed.
- [ ] **Decide on the safety.** A Safety Standards Certificate is optional for a private sale but makes the car easier to sell. It is valid for 36 days.
- [ ] **Take payment first.** Bank draft (call the bank to verify) or e-Transfer that has landed. Never accept "overpayment" refunds.
- [ ] **Sign the Application for Transfer** on the back of the vehicle portion of the permit.
- [ ] **Hand over:** UVIP, signed bill of sale, vehicle portion of the permit and the safety if you have one.
- [ ] **Keep your plates** and the plate portion of the permit. They belong to you, not the car.
- [ ] **Call your insurer** to cancel or move your coverage.
- [ ] **Keep a copy** of the bill of sale and a photo of the signed permit for your records.

Buyer: before you pay, then within 6 days

- [ ] **Read the UVIP.** Check owner history, odometer readings, liens and the wholesale value.
- [ ] **Match the seller's ID** to the name on the ownership permit.
- [ ] **Get a mechanic's inspection** and a proper test drive. Private sales have no cooling-off period.
- [ ] **Budget for 13% sales tax.** You pay it at ServiceOntario, on the higher of the price paid or the wholesale value in the UVIP.
- [ ] **Arrange insurance** before you drive away. You will need the pink slip at ServiceOntario.
- [ ] **Get the safety** if the seller did not include one. You can register without it, but you cannot get plates.
- [ ] **Register within 6 days** at a ServiceOntario centre.
- [ ] **Bring:** driver's licence, proof of insurance, UVIP, original signed bill of sale, signed vehicle portion of the permit, safety (if any) and the odometer reading.
- [ ] **Pay:** the 13% tax, the permit fee and plates if you need new ones.

Good to know

Writing a lower price on the bill of sale does not lower your tax: Ontario charges 13% on the higher of the price or the Canadian Red Book wholesale value. If you genuinely paid less (for example the car needs work), you can get an appraisal. Vehicles 20 years and older always need an appraisal.

Gifting a car to close family? You still need a bill of sale, plus the Sworn Statement for a Family Gift, and no sales tax is charged. A UVIP is not needed for family transfers.

Official pages: ontario.ca/page/buy-or-sell-used-vehicle-ontario | ontario.ca/page/used-vehicle-information-package | ontario.ca/page/safety-standards-certificate