ALBERTA PRIVATE SALE

# Vehicle Bill of Sale

Fill in two copies. The buyer keeps the original and the seller keeps a copy.
Both people initial any corrections.

Date of sale *

YYYY / MM / DD

Time of sale (optional): ____ : ____

* Required by Alberta for a private-sale bill of sale. Other boxes are recommended by the Government of Alberta but optional.

## 1 SELLER Person(s) selling the vehicle

| Full legal name(s) * | | Phone |
|---|---|---|
| Street address * | City / town * | Postal code |
| ID type and number (e.g. driver's licence) | | |

## 2 BUYER Person(s) buying the vehicle

| Full legal name(s) * | | Phone |
|---|---|---|
| Street address * | City / town * | Postal code |
| ID type and number (e.g. driver's licence) | | |

## 3 VEHICLE

Vehicle identification number (VIN), 17 characters *

| Year * | Make * | Model / series * | Style (e.g. 4-door SUV) * | Colour * |
|---|---|---|---|---|
| | | | | |

| Odometer reading | Province / state where last registered | Plate no. (for reference only) |
|---|---|---|
| ☐ km ☐ miles | | |

## 4 SALE AND PAYMENT

| Sale price (CAD $) * | Paid in full? | Amount still owing ($) |
|---|---|---|
| $ | ☐ Yes ☐ No | |

Payment method

☐ Cash ☐ Bank draft ☐ Certified cheque ☐ E-transfer ☐ Other: _____

Payment terms (if not paid in full)

Liens or debts against the vehicle

☐ None known ☐ Yes, details: _____

Special conditions of sale (e.g. "sold as is", included winter tires, delivery date)

## 5 SIGNATURES Sign only after payment is confirmed

| Seller signature * | Buyer signature * |
|---|---|
| Second seller signature (if co-owned) | Second buyer signature (if any) |
| Witness name and signature | Witness name and signature |

*The seller confirms they are the legal owner of the vehicle and have the right to sell it. In Alberta there is no cooling-off period on a private sale once both parties sign.*

# Before you sign: quick checklist

Not part of the bill of sale. Keep this page for yourself.

## Buyer: before paying

- ☐ Ask the seller for photo ID and proof of ownership (their old bill of sale or registration certificate). The name should match.
- ☐ Check the VIN on the dashboard and driver door matches the paperwork.
- ☐ Get a lien search and a vehicle information report from a registry agent (fees apply).
- ☐ Check the vehicle is not reported stolen in the CPIC database (cpic-cipc.ca).
- ☐ Have a mechanic or vehicle inspection facility look at the vehicle.
- ☐ If the vehicle was last registered outside Alberta, plan for an out-of-province inspection.

## Seller: at handover

- ☐ Confirm the money has cleared before handing over keys. Be careful with personal cheques.
- ☐ Take your licence plate off. In Alberta, plates stay with the owner, not the vehicle.
- ☐ Give the buyer the original bill of sale and keep a signed copy (a phone photo works as a backup).
- ☐ Transfer the plate to your next vehicle or cancel it at a registry agent, then update your insurance.

## Buyer: after the sale

- ☐ Insure the vehicle before driving it. Your insurer gives you a pink card (liability card).
- ☐ Register it at any registry agent as soon as possible. Bring the original bill of sale, your ID and proof of insurance.
- ☐ Moving your own valid plate onto the new vehicle? Alberta allows up to 14 days, carrying proof of ownership and insurance.

*Source: Government of Alberta, alberta.ca/standard-bill-sale and alberta.ca/buying-vehicle-private-seller, checked November 2026. This template is provided for convenience and is not legal advice. It is not an official government form, but it contains every field Alberta requires on a private-sale bill of sale.*