Your vehicle handover checklist

Use these checks before, during and after collection. Tick an item only after completing it or confirming how it applies. This checklist does not replace provincial forms or prove that an ownership transfer is complete.

Before the appointment

- ☐ I confirmed who owns the vehicle and who can authorise the sale.
- ☐ I checked the applicable provincial documents and resolved any lender, estate, claim or custody question.
- ☐ I described the current condition, missing parts, keys, wheel movement and collection access.
- ☐ I confirmed the appointment, inspection conditions and included towing with the buyer.

Before releasing the vehicle

- ☐ I removed accessible belongings and personal information using the vehicle's normal controls.
- ☐ I checked the vehicle identity, buyer details and completed sale documents without signing blank fields.
- ☐ I reviewed the inspected purchase amount and resolved any unexplained change before accepting the sale.
- ☐ I confirmed payment and retained the completed purchase record.

After the handover

- ☐ I followed the applicable plate and registration instructions for the transaction.
- ☐ I contacted my insurer about the policy and retained the relevant confirmations.
- ☐ I kept the sale record, collection correspondence and any lender, estate or claim-release documents together.

Questions to resolve before release:

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Find the provincial records and exceptions: cashforacar.ca/guides/#document-navigator