

## Lost Out of State Title

If your vehicle title was not issued by the state of Washington, and you have lost it, you will need to do the following: **NOTE: A state of Washington AFFIDAVIT IN LIEU OF TITLE can only be used for lost WASHINGTON titles. You must obtain a duplicate title from the last state you had your vehicle licensed in.**

1. Contact the last state that your vehicle was registered in, and ask for the paperwork to apply for a duplicate title. (Be aware some states take up to 90 days or longer to issue duplicate titles).
2. Once you have received the duplicate title you will need to follow the same procedures as for a Washington title to release interest. Remember that all registered and legal owners must release his/her/their interest on the title and complete the odometer disclosure statement.

## Previous Owner Deceased

You will need to provide:

- A Certified copy of **the death certificate.**
- A copy of the **Letters Testamentary** identifying the Executor of the estate.
- **The title** signed off by the named executor, or a notarized *Affidavit of Inheritance* signed by the surviving spouse or family member if there was no estate or court appointed executor.
- **A completed Odometer Disclosure statement** if the vehicle is 1998 or newer. This should be signed by the executor or survivor.
- If the vehicle owner was not a Washington State resident, and the vehicle was owned less than 7 years by the deceased, you will be required to provide proof that the previous owner paid sales tax on the vehicle in the state it was purchased in. If this proof is not available, a value must be established by the Washington State Department of Revenue and you will be charged a Use Tax on that value.



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# How To Sell a Used Car



Washington  
Vehicle Sub-Agents :  
Private Business Serving  
Washington Citizens

Tel: 206-780-5306

# Selling a Used Car

**BEFORE PUTTING YOUR CAR ON THE MARKET: ASK YOURSELF THESE QUESTIONS::**



**1. Do I have the title to this**

**vehicle- free and clear of all liens?**

**2. Is the vehicle still financed?** If a financial institution, OR private party is holding your title, contact them for the pay-off amount. Inform them that you are intending to sell the vehicle, and will require their **Release of Interest** after the payment of the loan is received.

**3. Can't find the title?** If your title is lost, a form must be filled out. The form is called **Affidavit in Lieu of Title**. The form must be signed in the presence of a Notary Public, or a Washington Licensing Agent.

**4. Do I have receipts** for any major work done on the vehicle.

**5. What selling price** do I expect to receive for the vehicle. Is it comparable to other like models in the market place?

## How to Transfer Title to Your Vehicle

Upon receiving payment for your vehicle, you will need to give the following items to the buyer.

**A Federal Odometer Disclosure Statement Form.** If your Washington title was issued after Jan 1,1990, the Odometer Disclosure Statement will be included as part of your title. It appears on the back of all Washington titles issued from 1990 to 2006. It is printed on the face of all titles 2006 and newer. If the car is 10 years old or older, you do not need an odometer disclosure form.

**All registered and legal owners shown on the face of the title** will need to release his/her/their ownership in the vehicle. This is done by signing the appropriate space on the face of the title. **If the title has been lost** you must give the notarized **Affidavit in lieu of title** form you obtained from a Washington Licensing Agent to the new owner.



## Out of state Titles

If you have a valid state registration/plates and a title that was not issued in the state of Washington you may sell the vehicle without first obtaining a Washington title.

As with Washington titles, you must be sure that all registered and legal owners release his/her/their interest on the title and complete the odometer disclosure statement.

## Filing A Sellers Report

Within **5 days of the date of the sale** you should remit a **Sellers Report of Sale** to the Department of Licensing.

The filing of this document waives you of any future liability for the vehicle until it has been transferred out of your name. Failure to report the sale will make you liable for any towing/storage charges that may be incurred; and any criminal or civil liability incurred by another person.

The **Sellers Report of Sale** is an addendum part of all Washington titles printed after 1987. If this document is missing OR you have an older title, you may obtain a **Sellers Report of Sale** at any Washington Licensing Agent office ; County Auditor Office; OR on line at [www.dol.wa.gov](http://www.dol.wa.gov)

## Phone Numbers

If you have any questions regarding the sale of your vehicle, call this office (206) 780-5306, the Department of Licensing (360) 902-4000 OR check the web site: [www.dol.wa.gov](http://www.dol.wa.gov)

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