

If submitting by mail, send to Vermont DMV, 120 State Street, Montpelier, VT 05603. For more detailed instructions, see DMV form# VD-119i.

Section 1

Enter all names and contact information. A physical address is required if the mailing address is a PO Box or Private Mailbox (i.e., UPS Store). To add additional owners (more than two owners or owned or more than one for leased), complete and include them from VT-012.

Section 2

VIN Verification is required (using DMV form VT-010) for

- Vehicles with Salvage Documentation from any state, including Vermont.
- Vehicles being titled under bond.
- Vehicles with registrations from any foreign country, including Canada.

Trailers must include

- Empty Weight
- Length (in feet & inches)
- Width (in feet & inches)

Trucks (including pick-up trucks) must include

- Number of Axles
- Brake Type
- Empty Weight ([curb](#))
- Loaded Weight ([GVW](#))

Motorcycles & ATVs must include

- Cylinders
- Number of Wheels
- Power
- Power Type

Section 3

- **Tenants by the Entirety/Spouses (TEN ENT)** - Married couples (including Civil Unions), where property ownership is treated as though the couple was a single legal person. Owners have a *right of survivorship*; if one owner dies, interest in the property will pass to the surviving owner avoiding probate.
- **Joint Tenants (JTEN)** - Co-owners have a *right of survivorship*; if one owner dies, interest in the property will pass to the surviving owner avoiding probate.
- **Tenants in Common (TEN COM)** - **No** *right of survivorship*; if one owner dies, interest in the property will be part of their estate.
- **Business Partners (PTNERS)** - **No** *right of survivorship*; if one owner dies, interest in the property will be part of their estate.
- **Transfer on Death (TOD)** – One owner only, [DMV form VT-007](#) required.

Section 4

Enter the current odometer reading. A separate odometer disclosure statement is required if the vehicle is model year 2011 or newer.

Section 5

If the vehicle is financed, enter the lienholder information. If there is no loan, write “None.”

Section 6

Enter the seller details. The seller's signature is only required if no other bill of sale exists.

Section 7

Indicate the transaction type. If there is a current Vermont registration, enter the plate number. For new registrations, enter the desired plate type. Available plate types include (additional form may be required for some)

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|-----------------------------------|------------------------------|----------------------------|-------------------------|
| • Agriculture (<i>Farm Use</i>) | • Firefighter | • Pearl Harbor | • Veteran, Afghanistan |
| • Air Medal | • Freemasons | • POW | • Veteran, Disabled |
| • Amateur Radio | • Gold Star Family | • Purple Heart | • Veteran, Gulf War |
| • American Legion | • Jitney/Rental | • Rotary | • Veteran, Iraq |
| • Antique | • Lions Club | • School Bus | • Veteran, Korea |
| • ATV | • Motor Bus | • Sheriff | • Veteran, Motorcycle |
| • Bronze Star | • Motor Driven Cycle (moped) | • Special Purpose Truck I | • Veteran, Vietnam |
| • Building Bright Futures | • Motor Home | • Special Purpose Truck II | • Veteran, World War II |
| • Conservation | • Municipal | • State | • VFW |
| • Disabled | • National Guard | • Street Rod | • Volunteer |
| • EMS | • Off-Highway Tractor | • Transporter | • VVA |
| • Exhibition | | • Veteran | |

Section 8

- Purchase Price - Amount paid for the vehicle.
- Credit for Trade - Amount the previous vehicle was sold for, to include trade value at dealer or private sale.
- JD Power Value – Unless sold by a Vermont Dealer or Licensed Out-of-State Dealer, tax is due on JD Power value. Visit [mydmv.vermont.gov](#) to obtain the current JD Power value.
- Purchaser Information – if claiming trade credit, include details on the sale of the previous vehicle.
- ATV - If an ATV is purchased from a Dealer or Vermont-registered business, you must submit proof of tax paid. No tax is due if an ATV is purchased in a casual sale (person to person).