

1. Used vehicle sale and purchase record

This form records what was agreed and what the seller represented. It does not exclude statutory rights, make an unsafe vehicle acceptable or replace specialist advice for complex transactions.

Transaction and parties

☐ Private seller ☐ Motor trader ☐ Auction / agent ☐ Other

Buyer full name

Seller / business name

Buyer address

Seller / registered office address

Buyer phone / email

Seller phone / email

Seller ID / company number checked

Salesperson / agent name

Vehicle identity and description

Registration

VIN

Make / model / derivative

First registration / year

Colour

Fuel / powertrain

Gearbox

Odometer at handover

Number of former keepers stated

MOT expiry

Number of keys

Mileage statement

- ☐ Seller believes the displayed mileage is genuine
☐ Mileage is not warranted; any known discrepancy is written below

Price, payment and transfer

Total price

Deposit already paid

Balance paid

Part-exchange value

Payment method(s)

Payment reference(s)

Date / time possession transfers

Collection / delivery location

Part-exchange registration, if any

Advert, description and specific promises

Record important claims: specification, condition, service history, warranty, repairs, ownership, mileage and included work. Fault disclosures continue in Part 2.

2. Declarations, included items and signatures

Cross out nothing after signing. If a correction is needed, both parties should initial it and keep identical copies.

Known faults and seller disclosures

Record accident damage, insurance category, outstanding finance, import status, warning lights, fluid use, mileage discrepancy or any other known issue.

Seller declarations

- ☐ I have the right to sell the vehicle or I am authorised in writing by the legal owner to complete this sale.
- ☐ I have disclosed any outstanding finance, lease, hire, security interest or third-party ownership claim known to me.
- ☐ The registration, VIN and vehicle supplied match the details recorded in this agreement.
- ☐ The advert, written messages and statements recorded in this agreement are accurate to the best of my knowledge.
- ☐ All known significant faults, warning lights, accident repairs, write-off status and mileage discrepancies have been recorded.
- ☐ No promise about repair, servicing, warranty, delivery, part-exchange or refund applies unless recorded in writing.
- ☐ Where I am acting as a trader, nothing in this agreement is intended to remove or restrict consumer rights that cannot legally be excluded.

Buyer acknowledgements

- ☐ I have checked the vehicle identity and received or seen the V5C details; I understand the V5C is not proof of ownership.
- ☐ I have had the opportunity to inspect and road test the vehicle, or I have clearly recorded that this was not possible.
- ☐ I have received the seller disclosures above and have not relied on any conflicting verbal assurance.
- ☐ I understand that a checklist or external inspection cannot guarantee every hidden or future fault.
- ☐ I will arrange valid insurance and vehicle tax before driving the vehicle on the road, and confirm any required MOT status.

Items and documents handed over

- | | |
|--|---|
| ☐ V5C new-keeper slip / transfer confirmation | ☐ Locking-wheel key |
| ☐ Service book / digital record | ☐ Manuals |
| ☐ Invoices and receipts | ☐ Spare wheel / repair kit |
| ☐ Current MOT certificate / printout | ☐ Charging cable(s) / adaptor(s) |
| ☐ Main key(s) | ☐ Warranty documents |

Other items, documents or warranty terms

Signatures and receipt

Buyer signature / typed name

Date and time

Optional witness name and signature

Seller signature / typed name - receipt confirmed

Date and time

Witness address / contact