Vehicle Trade, Sale, or Transfer of Ownership

Review the How to Sell Your Vehicle in Iowa Checklist from the Iowa DOT.

Transfer of Ownership Selling/Trading Your Vehicle to a Dealer:

At the dealership, remove the license plates and keep them. If you buy another vehicle within 30 days, you can put the plates on that vehicle providing you pay the fees on the replacement vehicle. You may also be entitled to credit for the unused registration fee on your old vehicle if you apply within six months of sale. To receive this credit, submit your plate and sticker number with your application for title on your replacement vehicle. Transfer the plates from the vehicle sold to the replacement vehicle.

If no replacement vehicle is purchased, turn your plates and registration receipt into the Linn County Treasurer's Office, 935 2nd St. SW, Cedar Rapids (hours Monday – Friday 7:30 a.m. to 5:15 p.m.). You may be entitled to a refund on your unused registration fees with a Claim for Refund (form 411047). If the remaining amount is greater than $10.00, a claim will be submitted. The claim must be submitted within six months from the date the vehicle was sold.

Complete the assignment of title (the top section on the back of the title) and give it to the dealer.

Complete the odometer statement on the back of the title for motor vehicles 10 model years and newer.

Complete the damage disclosure section on the back of the title for motor vehicles 8 model years or newer, indicating if the vehicle sustained damage during your ownership. If you are purchasing a replacement vehicle from the dealer or you have sold your vehicle within the last 30 days, give the dealer your registration receipt.

If you are not purchasing a replacement vehicle from the dealer, keep the registration receipt.

Transfer of Ownership Selling/Trading Your Vehicle to Another Individual:

Remove the license plates and keep your plates and registration receipt.

If you do not replace your vehicle within six months, you may be entitled to a refund on your unused registration fees with a Claim for Refund (form 411047). If the remaining amount is greater than $10.00, a claim will be submitted. The claim must be submitted within six months from the date the vehicle was sold.

If the person buying your vehicle is an Iowa resident, give the buyer:

- The completed odometer statement on the back of the title for a motor vehicle 10 model years or newer. Reminder: sign and hand print your name where indicated.

- The completed the damage disclosure statement on the back of the title for vehicles 8 model years and newer, indicating if the vehicle has sustained damage more than 50% of the value of the vehicle during your ownership.
- Assignment of the certificate of title, properly completing the assignment (purchaser's printed name and address) on the back of the title.
- The name of the county where your vehicle was last registered and the month your license plates expire.
- A Bill of Sale that describes the vehicle make, year and VIN/serial number.
- If possible, when the purchaser is a Linn County resident, go with the buyer to the Linn County Treasurer's Office to complete the title transfer together. If you are unable to accompany the purchaser, get a receipt from the buyer which states that the individual has purchased the vehicle and accepted delivery of the vehicle and title. Make sure you have the name, address and phone number of the purchaser.
- If the buyer does not have plates to put on the vehicle, the buyer can use the vehicle for 30 days if it is currently registered and as long as either the bill of sale (describing the vehicle and signed by the seller and buyer) or the title assigned to the buyer, or photocopy of both sides of the title is carried in the vehicle. A vehicle that is not currently registered cannot legally be operated on the road until the registration fees are paid.

If the buyer is from another state, after removing the license plates, give the buyer:

- Your completed Odometer and Damage Disclosure statements on the back of the title.
- Certificate of title with completed assignment portion.
- If the out-of-state buyer does not have valid plates for the vehicle and your vehicle is currently registered, the Linn County Treasurer may issue a 30-day transit plate for $3.00.

Make sure to get your receipt from your buyers. (See above).

Transfer of Ownership if you sell Your Vehicle and it Will Never Be Driven Again:

Give the buyer your title (completing the assignment section of the title). Remove the license plates and keep your registration receipt. If you do not purchase a replacement vehicle within six months, turn your plates into the Linn County Treasurer's Office. You may be entitled to a refund on your unused registration fee with a Claim for Refund (form 411107). If the remaining amount is greater than $10.00, a claim will be submitted (if available, include the purchaser's name and address). The claim must be submitted within six months of the date the vehicle was sold.

Get a receipt stating the buyer has accepted delivery of the vehicle and title (make sure you have the name, address and phone number of the purchaser, with the vehicle described with make, year and serial/VIN number).

If necessary, you can come to the Linn County Treasurer's office and obtain a junking certificate in your name, then assign the junking certificate to the purchaser.