



### Private Party Purchase — Clear Title

- Copy of Current Vehicle Registration (CA Only)** — If registration expires in **90 days or less**, it must be renewed prior to funding
- Personalized Plates** — If Seller(s) has personalized plates, he/she must exchange them for standard plates at the DMV prior to loan funding
- Certificate of Title (pink slip)** — Buyer(s) and seller(s) sign off on the Certificate of Title, including the odometer reading section
- Vehicle Smog Inspection Report** — Applies to gasoline-powered vehicles **model year 2016 and earlier**
  - EXCEPTION:** For vehicles **model year 2017 or newer**, a smog impact fee of \$8.00 is collected in lieu of the actual smog test.
  - EXCEPTION:** If any of the smog exemptions listed on the Statement of Facts (Reg 256) applies or vehicle is **model year 1975 or earlier**, a smog report or the smog fee is NOT required.
  - Only exception to the list of exemptions is a 1998 year model or newer diesel-powered vehicle with a gross weight rating (GWR) of 14,000 or less.*
  - Note: A smog certification is valid within 90 days prior to the vehicle transfer date.**
- Vehicle/Vessel Transfer and Reassignment Form (Reg 262)** — Form must be fully completed by the buyer(s) and seller(s). DMV requires the original form to be completed in ink, free from errors, cross outs and/or white out
  - SECTION 4: Buyer and Seller Information** — Must be signed by the buyer(s) and seller(s) and include Driver's license number(s).
  - SECTION 5: Power of Attorney** — Must be signed by the buyer(s) and seller(s) appointing Star One CU as the attorney-in-fact.
- Use Tax\*** — Tax based on the purchase price and the city of the buyer's residence. Refer to the Statement of Facts (Reg 256) for use tax exemptions
- Transfer Fee\*** — \$15 (if not financed, should be made payable to Star One CU)
- Proof of Insurance** — Buyer(s) must submit proof of current full coverage auto insurance

MSR Name .....

Phone number .....

Note: DMV no longer allows the use of an Application for Duplicate title form (Reg 227) or Lien Satisfied form (Reg 166) to release the lien on a vehicle. Should you purchase a vehicle that is currently financed, keep in mind that lender can only release its interest electronically, which will then generate a proper title. This process usually takes about 2 weeks.

\*DMV USE TAX AND TRANSFER FEE MAY BE FINANCED IF THE MEMBER QUALIFIES. ADDITIONAL FORMS AND FEES MAY BE REQUIRED BY THE DMV. REFER TO [DMV.CA.GOV](http://DMV.CA.GOV) FOR DETAILS.