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How to Complete a Georgia Bill of Sale

Bill of Sale • Personal property

INSTRUCTIONS — KEEP FOR YOUR RECORDS. DO NOT ATTACH THIS PAGE TO YOUR DOCUMENT.

About this form. A bill of sale is a written receipt that transfers ownership of **personal property**, such as equipment, furniture, livestock or business assets, from a seller to a buyer. Notarizing it makes it stronger proof of ownership.

1. **Identify seller and buyer**
   Full names and addresses.
2. **Describe the property**
   Include serial or identification numbers.
3. **State the price and terms**
   Check “as is” or describe any warranty.
4. **Both sign before a notary**
   Bring a current photo ID.

Signing requirements: Signed by seller and buyer before a notary.

After It’s Signed

- Each party keeps an original signed copy.

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Have questions about your Bill of Sale? To consult with an attorney, contact **Gavrilov & Brooks Law Firm** at **(916) 504-0529** or **www.gavrilovlaw.com**.

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BILL OF SALE

State of Georgia • Personal property

SELLER

Seller name(s)

Telephone

Seller address

BUYER

Buyer name(s)

Telephone

Buyer address

PROPERTY SOLD

Description of property (include make, model, serial numbers, quantity and condition)

Purchase price ($)

Date of sale

Payment method

For the purchase price stated, receipt of which is acknowledged, the seller sells and transfers the property described above to the buyer. The seller states that the seller is the lawful owner, has the right to sell it, and that it is free of all liens and encumbrances except: _____ (if none, write “none”).

- ☐ The property is sold **AS IS**, without any warranty as to its condition, express or implied.
- ☐ The seller gives the following warranty:

Warranty terms

SIGNATURES

Sign only in front of the notary.

X _____

Seller signature

X _____

Buyer signature

Seller printed name and date

Buyer printed name and date

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NOTARY ACKNOWLEDGMENT

State of Georgia
County of _____

On _____ (date), before me, the undersigned notary public, personally appeared _____ (name of seller and buyer), who proved to me on the basis of satisfactory evidence to be the person whose name is signed on this document and who acknowledged that he, she or they signed it voluntarily for its stated purpose.

_____ (Seal)
Signature of notary public

_____
Printed name of notary public

Notary Public, _____ County, Georgia
My commission expires: _____

Notary seal

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