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# How to Complete a Pennsylvania 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, a boat, a trailer, 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.

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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

Commonwealth of Pennsylvania

## SELLER

Seller name(s)

Phone

Seller address

## BUYER

Buyer name(s)

Phone

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

X _____

Seller signature

X _____

Buyer signature

Printed name and date

Printed name and date



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## ACKNOWLEDGMENT

**COMMONWEALTH OF PENNSYLVANIA**

**COUNTY OF**

This record was acknowledged before me on _____ (date) by _____ (name(s) of individual(s)).

**X** _____

Signature of notarial officer

Title of office (e.g., Notary Public)

My commission expires

Commission number

(Notary seal)



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