

Selling And Handover Sheet

What to gather, what to hand over, and what to remove. A machine with a documented history sells for more and argues less.

A documented machine sells faster and higher than an identical undocumented one. Almost all of the work is gathering what already exists.

1 • BEFORE ADVERTISING

- ☐ Title or registration located, and in your name _____
- ☐ VIN on the machine checked character by character against the title _____
- ☐ Engine number and emission label photographed _____
- ☐ Machine looked up so you can describe the factory and engine accurately _____
- ☐ Nothing owed on it, or the position understood _____
- ☐ Both keys located, or the absence of a second one noted _____
- ☐ Odometer reading recorded _____

IF THE VIN AND THE TITLE DISAGREE

Sort that out before advertising, not at handover with a buyer standing there. A mismatch is usually a transcription error somewhere in the paperwork's history, and it is resolvable — but not in the ten minutes before somebody hands you cash, and a buyer who spots it themselves will walk.

2 • RECORDS WORTH HANDING OVER

- ☐ Service log, filled in _____
- ☐ Parts-that-fitted log
Arguably the single most valuable page for the next owner _____
- ☐ CVT service record _____
- ☐ Fault log, including the faults that were resolved _____
- ☐ Tyre and brake records _____
- ☐ The identification worksheet, so they never have to redo it _____
- ☐ Receipts for anything significant _____
- ☐ Any manual, even a poor one _____

HAND OVER THE PARTS LOG WITH A CAVEAT

The parts-that-fitted log is a record of one machine, not a compatibility list. Say so when you hand it over. It is enormously useful to the next owner and it would be actively harmful if they passed it on to somebody else as fitment advice for a different machine.

3 • WHAT TO REMOVE

- ☐ Personal paperwork from under the seat and in the storage bin
- ☐ Any sticker or tag with your name, address or phone number
- ☐ Tracker or alarm registered to your account, deregistered or removed
- ☐ Saved settings on any aftermarket dash or immobiliser
- ☐ Anything you intend to keep, removed before the buyer sees it
Not after they have agreed a price on a machine that had it
- ☐ Tools and spares you are not including

4 • DESCRIBING IT HONESTLY

Vague adverts attract haggling. A plainly described fault costs you less than the same fault discovered by the buyer in your driveway, because at that point they are negotiating from a position of having caught you out rather than of having been told.

WHAT WORKS WELL

WHAT IT NEEDS SOON

THE ONE-LINE HONEST SUMMARY

5 • HANDOVER RECORD

DATE AND TIME

BUYER NAME

PRICE AGREED

ODOMETER AT HANDOVER

VIN PHOTOGRAPHED?

KEYS HANDED OVER

- ☐ Title signed over correctly and completely
- ☐ Both parties have a record of the sale with the date and the VIN
- ☐ Photographs taken of the VIN, the odometer and the machine as handed over
- ☐ Records and manual handed over
- ☐ Notified whoever needs notifying that the machine has changed hands

PHOTOGRAPH THE MACHINE AS IT LEAVES

Three photographs and the odometer reading, with the date, protect both of you. It is the record of what condition the machine was in and how far it had gone at the moment it stopped being yours.

Need to work out what you actually own?

The Scooter Parts Registry is a free public record of the Chinese factories behind US-market scooters, ATVs and go-karts — brand, engine family, VIN prefix, factory and related machines. No account, no email.

thescooterparts.com/identify