



PRE-PURCHASE CHECKLIST

2015 Sample Example

VIN: XXXXXXXXXXXXXXXX Date: 2026-06-15 Province: Ontario

EXTERIOR

- ☐ Body panels: rust, mismatched paint, or filler (run a magnet along flat panels)
- ☐ Panel gaps: uneven gaps suggest collision repair or poor bodywork
- ☐ Glass: chips, cracks in windshield or windows
- ☐ Tires: tread depth, uneven wear (suggests alignment or suspension issue)
- ☐ Lights: all headlights, taillights, signals, reverse lights working
- ☐ Frame/unibody: look underneath for bends, welds, or fresh undercoating (hides rust)

UNDER THE HOOD

- ☐ Oil level and colour on dipstick (black/gritty = overdue, milky = coolant in oil)
- ☐ Coolant level in reservoir, colour (brown/rusty = old or contaminated)
- ☐ Belt condition: cracking, glazing, fraying edges
- ☐ Battery terminals: corrosion (white powder)
- ☐ Fresh oil stains or coolant around hoses, block, or head gasket area
- ☐ VIN plate on firewall: confirm matches dashboard VIN and registration

INTERIOR

- ☐ All seat belts retract and latch
- ☐ Warning lights on ignition: all should illuminate then go off (no CEL remaining on)
- ☐ A/C and heat at all fan speeds
- ☐ All power windows and locks operate
- ☐ Odometer: does wear on pedals, steering wheel, and seats match the mileage?
- ☐ Sunroof (if equipped): opens, closes, seals properly
- ☐ Horn, wipers, washer fluid

TEST DRIVE (minimum 20 minutes)

- ☐ Cold start: no excessive smoke, rough idle, or knocking
- ☐ Brakes: firm pedal, no pulling left or right, no grinding or squealing
- ☐ Steering: centred, no vibration at highway speed, no pulling
- ☐ Automatic transmission: smooth shifts, no slipping or hesitation
- ☐ Manual: clutch engagement point, no grinding on shifts
- ☐ Highway: listen for wind noise, vibration, or shimmy at speed
- ☐ Reverse: any clunking or hesitation?



LIEN SEARCH GUIDE

Always search the VIN before paying: a lien can follow the vehicle to you

YOUR PROVINCE: ONTARIO

Search system: Ontario PPSA Search

<https://www.ontario.ca/page/register-security-interest-or-search-lien-access-now>

How to search: Enter the VIN (17 characters). Search by VIN only, not by name or plate.

Cost: Typically \$8–\$15 per VIN search depending on province.

ALL PROVINCE LIEN SEARCH LINKS

Ontario:	PPSA Search: ontario.ca/page/register-security-interest-or-search-lien-access-now
BC:	Personal Property Registry: bcregistry.gov.bc.ca
Alberta:	PPSA Search: alberta.ca/find-personal-property-registration
Manitoba:	PPR Search: gov.mb.ca/mgs/ppr/
Saskatchewan:	ISC PPSA Search: isc.ca/sppr
Nova Scotia:	PPSA Search: novascotia.ca/sns/access/land/personal-property-registry.asp
New Brunswick:	PPSA Search: www2.snb.ca/content/snb/en/sites/corporate-registry/registry.html
PEI:	PPSA Search: princeedwardisland.ca/en/service/ppsa-search
Newfoundland:	PPSA Search: gov.nl.ca/gs/registries/property/prop-about/
Quebec:	RDPRM Search: rdprm.gouv.qc.ca/en/

HOW TO READ THE RESULTS

No results found:

The vehicle is clear of registered security interests. This is what you want to see.

Security interest registered:

A lender has a claim on the vehicle. Do NOT pay until the seller provides a lien release letter from the lender.

Judgment registered:

A court judgment is registered against the seller or the vehicle. Seek legal advice before proceeding.

Also consider: CARFAX Canada ([carfax.ca](https://www.carfax.ca)) reports accident and damage history, odometer readings, service records, unfixed safety recalls, and previous ownership. Its more expensive tier adds a Canada-wide lien search. Check current pricing on [carfax.ca](https://www.carfax.ca).



BILL OF SALE

Buyer's Copy · 2015 Sample Example

VEHICLE

Year / Make / Model

2015 Sample Example

VIN

XXXXXXXXXXXXXXXXXX

Odometer at sale

120,000 km

Sale Price

\$7,500

PARTIES

SELLER

Sam Sample

123 Example Street

BUYER

Alex Specimen

456 Placeholder Avenue, Exampleton, ON, K1A 0B1

TRANSACTION DETAILS

Date of Sale: June 15, 2026

Payment Method: Cash

Province of Sale: Ontario

The Seller hereby sells and transfers all right, title, and interest in the above-described vehicle to the Buyer for the stated purchase price. This vehicle is sold as-is with all faults. No warranties are expressed or implied.

Seller Signature

(Sam Sample)

Date: _____

Buyer Signature

(Alex Specimen)

Date: _____



REGISTRATION CHECKLIST

Ontario: Steps to complete after purchase

STEP-BY-STEP: REGISTERING IN ONTARIO

- 1 Purchase a Used Vehicle Information Package (UVIP) from ServiceOntario (\$20). You are legally required to provide it to the buyer; failure carries a \$140 fine (as of January 2026).
- 2 Optionally obtain a Safety Standards Certificate from a licensed inspection station (\$80–\$135). Without one, the buyer must get their own before plating the car.
- 3 Complete the bill of sale. Both parties keep a signed copy.
- 4 Sign the vehicle portion of the permit (the green ownership document) on the back.
- 5 Hand over: signed permit + bill of sale + UVIP + SSC (if obtained).
- 6 Remove your licence plates before the buyer drives away. Plates stay with you in Ontario.

ONTARIO: IMPORTANT NOTES

- Plates belong to the seller. Never leave your plates on the car.
- Transfer tax (RST) is on the higher of the sale price or Canadian Red Book wholesale value. Understating the price saves the buyer nothing.
- Outstanding lien? You must pay it out and obtain a lien release before ownership can transfer.
- As of January 2026, the fine for failing to provide a valid UVIP is \$140.

DOCUMENTS TO BRING TO THE REGISTRY

- ☐ Signed vehicle registration certificate (seller signs the back)
- ☐ Used Vehicle Information Package (UVIP), required in Ontario
- ☐ Bill of sale (both parties' copies, signed)
- ☐ Proof of insurance for the vehicle (required in all provinces)
- ☐ Your driver's licence or government ID
- ☐ Payment for transfer fees and tax (varies by province)