

Checklist for Private Sale

Registrations and Notary Services

By appointment only

What you will need to provide “*PRIOR*” to your appointment:

____ **Photo ID – copy of front and back for all buyers and sellers involved. Fax 717-957-3413, or email perryc@bigbeeboats.com**

____ **Bill of sale between parties listing boat, motor and/or trailer, with serial numbers for each unit, the buyer’s and seller’s address, phone number, and e-mail address, date of sale/purchase, and the dollar amounts for each unit sold or purchased. Fax to 717-957-3413 or email perryc@bigbeeboats.com**

____ **Pennsylvania Sales tax will be collected on the purchase price at your appointment and will be payable to Big Bee Boats LTD. Sales tax will be forwarded to the PA Department of Revenue by Big Bee Boats.**

____ **Copy of the front and back of both the Boat Title and the Trailer Title, faxed to 717-957-3413 or email perryc@bigbeeboats.com**

____ **Boats registered in Pennsylvania prior to 1998 may not have a Title. Therefore, fax your boat registration card to 717-957-3413 or email perryc@bigbeeboats.com**

____ **If a trailer license tag is to be transferred, fax a copy of the registration card to 717-957-3413 or email perryc@bigbeeboats.com**

____ **New Trailer license plate and Boat Temporary decals will be issued at time of appointment upon verification of all required documents, photo IDs, etc.**

____ **If the purchase has a “Lien” to be placed on the Titles, The Bank or Lender’s “Complete” Information is required Prior to signing. Fax to 717-957-3413 or email perryc@bigbeeboats.com**

___ Private sale License/Registration fees begin at \$190 and will be payable to Big Bee Boats Ltd.

___ Upon receipt of the required information, we will notify you for a time to meet and sign.

___ ALL parties will need to: Be present, Bring the original titles, registration cards, license plate (if applicable), DRIVER'S license(s) and method of payment for fees and sales tax. * Surcharge will apply on credit card transactions.

___ The trailer must be physically brought to Big Bee Boats. PA State Law requires that the Notary or Certified Inspection Technician physically verify that the VIN on the trailer matches the VIN on the trailer title.

___ Out of State transfers are at the discretion of Big Bee Boats after review of the above required information.

___ Questions regarding private transfers should be directed to Perry at email perry@bigbeeboats.com