



Registration/Title: Vehicles Purchased From an Individual



Don't waste your time getting in line until you verify you have the documentation below:

RMV Checklist



These documents are what we need in order to process your Registration and Title Application. Check off the box for each of the five items!

1



COMPLETED APPLICATION

- Registration and Title Application sections completed and signed by appropriate parties
 - ▷ Vehicle Information
 - ▷ Title Information
 - ▷ Owner or Business Owner Information
 - ▷ Lessee Information, if applicable
 - ▷ Garaging Address
 - ▷ Lienholder Information, if applicable
 - ▷ Sales or Use Tax Schedule – to be completed by Massachusetts dealers
 - ▷ Purchase Information
 - ▷ Insurance Information
 - ▷ Seller Information
 - ▷ Signature section (New Owners and MA Authorized Dealer)

2



PROOF OF INSURANCE

- Registration and Title Application with insurance stamp and signature in section K
- The policy change date or effective date cannot be more than 30 days old OR be a date in the future to be eligible to register the vehicle

3



PROOF OF OWNERSHIP

- Certificate of Title OR copy of Bill of Sale and previous Registration, (if exempt from obtaining a Title)
 - ▷ Must contain signatures of sellers and buyers
 - ▷ Mileage must be recorded in appropriate area

4



PROOF OF IDENTITY

- For a registration, you must provide at least one of the following:
 - ▷ A valid, unexpired driver's license from any state or territory of the United States or Canada
 - ▷ A valid, unexpired foreign passport or a valid, unexpired consular identification document, which must be accompanied by a certified translation if the document is not in English
 - ▷ Your Social Security (SSN) Card - Physical SSN Card must be presented. The card cannot be laminated.
 - ▷ Proof of lawful presence - Must present one of the documents listed on the acceptable identification documents list.

5



CORRECT PAYMENT

- \$75 Title fee, plus Registration fee (varies by plate type), plus applicable sales tax
- Payable by cash, check or money order (payable to MassDOT), or debit/credit card
- Sales tax will be calculated on sale price or NADA value ("book value") of the vehicle, whichever is higher
- If exempt from sales tax, a completed sales tax exemption form is required

Any erasures, white-outs, or alterations on the Proof of Ownership or Application will not be accepted. The Application must be legible, and printed on white 8 1/2" x 11" paper. Color paper and card stock will not be accepted. The Application must match the supporting documentation being presented.

How to fill out TTLREG105 — Registration/Title: Vehicles Purchased From an Individual - RMV Checklist

Massachusetts · written against TTLREG105 (TTLREG105_0523, May 2023), issued under Massachusetts RMV counter policy

sellmycarhub.com
/forms/massachusetts/ttlreg105-vehicles-purchased-from-an-individual-checklist/

One page headed STOP, published by the Registry for exactly this transaction. It lists the five things a Service Center has to be handed before it will process a car bought from a private individual, and it is worth a seller reading because two of the five are things only the seller can supply: a properly completed assignment on the back of the certificate, and the mileage recorded in the right place.

This sheet is not the form. Download the blank TTLREG105 from the Massachusetts Registry of Motor Vehicles at <https://www.mass.gov/doc/vehicles-purchased-from-an-individual-checklist-0/download?f=TTLREG105.pdf> — always take the current revision from the agency rather than a copy. Print this and keep it beside you while you complete theirs.

Every line, in the order you meet it

1	BUYER	Completed application	Twelve named sections of the Registration and Title Application, ticked off one at a time. Watch out: Garaging address and seller information are the two most often left out, and both are on this list for that reason.
2	BUYER	Proof of insurance	Section K stamped and signed by a Massachusetts agent. Watch out: The checklist adds a rule the application itself does not print: the policy change or effective date cannot be more than thirty days old or a date in the future.
3	YOU	Proof of ownership	The certificate of title with the assignment completed, or a bill of sale and the previous registration for a vehicle outside the title law. Watch out: This is the box that fails because of something the seller did days earlier. Signatures on both sides and the mileage in the right strip are checked here, not at the kerb.
4	BUYER	Proof of identity	One of the four documents the checklist names. Watch out: An out-of-state licence is fine for registering a car in Massachusetts. What is not fine is a photocopy, or a Social Security card that somebody has laminated.
5	BUYER	Correct payment	\$75 for the title, plus the registration fee for the plate type, plus the sales tax the checklist says is calculated on sale price or NADA book value, whichever is higher. Watch out: Cheques are made out to MassDOT, not to the RMV. The Registry is a division of the Department of Transportation and the payee reflects that.

What gets this one rejected

- A certificate with the buyer's signature missing. The checklist asks for signatures of sellers and buyers, plural on both sides.
- An assignment with no mileage on it. Mileage must be recorded in the appropriate area, which is the strip on the reverse and not a separate sheet.
- Any erasure, white-out or alteration on the proof of ownership or the application.
- A laminated Social Security card, which the checklist rules out by name.
- A photocopy of the bill of sale where the vehicle is not exempt from titling - the certificate is the proof of ownership for everything else.
- Coloured paper or card stock, and anything that is not legible on white 8 1/2 by 11.

☐ Amber is what you write

☐ Grey is a block somebody else completes

The filled-in example is at the start of this sheet.