

How to fill out DMV-7-TR — Bill of Sale for a Motor Vehicle, Trailer, or Boat (NOTARY IS REQUIRED)

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West Virginia · written against DMV-7-TR (Rev 12/16), issued under W. Va. Code 11-15-3c and 17A-3-4

virginia/dmv7tr-bill-of-sale/

West Virginia's sworn receipt, and the form whose own title announces the oath: NOTARY IS REQUIRED. Nothing obliges an ordinary sale to use it - the price on the certificate usually does the work - but the moment your price falls below half the NADA Clean Loan Book value, a notarised bill of sale is the only thing standing between your buyer and tax assessed on the full book figure. The grey banner across its head keeps everyone honest about what it is not: the ownership status of the vehicle, trailer, or boat named herein will not change until the buyer applies for and is issued a certificate of title.

This sheet is not the form. Download the blank DMV-7-TR from the West Virginia Division of Motor Vehicles at <https://webapps.transportation.wv.gov/TWS/WVDOTDocumentStorageMigration/PDF/Transportation/DMV/DMVFormSearch/DMV-7-TR-EN.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	YOU	The vehicle row	Year, make, body type, model and color, then title number and the full VIN on the second line. Watch out: Copy the title number from the certificate itself. This sheet is read beside the title application, and a wrong title number is a mismatch you swore to.
2	YOU	Seller printed name and address	Print every selling owner's name over the declaration, then your street address, city, state and zip. Watch out: Print, not sign - the signatures live in section five. Names here should read exactly as the face of the certificate prints them.
3	YOU	Buyer printed name and address	The buyers' names and address, written at the handover with their license in your hand. Watch out: The Division wants a legible copy of both parties' driver's licenses attached, so take the photograph of theirs when you write this line - not after they drive off.
4	YOU	Date of sale and selling price	The real day and the real figure - the two boxes this form exists to make sworn. Watch out: This price is the one measured against the Clean Loan Book. It should equal the certificate's price to the cent; the sworn copy of a different number is how a sale becomes an investigation.
5	YOU	The odometer sentence	Your name into the printed I-the-seller sentence, the no-tenths reading, and a tick only if one of the two printed exceptions is true. Watch out: The second box's own label carries the warning about an odometer discrepancy. It brands the vehicle's record - tick it only because it is true, never because the dash display is dim.
6	YOU	Seller and co-seller sign	Signature, printed name and date on the seller rows - in front of the notary. Watch out: Hold your pen until the commission is watching. The certification below says sworn before me, and a notary who did not see it happen is entitled to refuse the stamp.
7	BUYER	Buyer and co-buyer sign	The buyers' rows, same discipline, same sitting where possible. Watch out: The buyer is the person this sheet ultimately defends - it is their tax bill that book value would inflate - so no buyer should resist the trip to the notary.
8	OTHER	The notary block	The commission completes the sworn-before-me date, signs, and enters the commission expiry. Watch out: Check the expiry line is actually filled. An incomplete notarisation reads as no notarisation, and the whole point of the sheet dissolves with it.

What gets this one rejected

- Signatures made before the notary appointment. Subscribed and sworn before me means the notary watched the signing; a pre-signed sheet cannot honestly be certified.
- A selling price that disagrees with the certificate. The titles page warns that an altered or conflicting purchase price with a secondary bill of sale is rejected outright, and the cure is a duplicate title.
- The odometer sentence skipped on a car that discloses. The section is required for motor vehicles, and its blank is read as a missing disclosure rather than a shrug.
- Missing driver's licenses. The Division requires a legible copy of both the buyer's and seller's driver's licenses to accompany any bill of sale it is asked to rely on.
- One seller signing for two. The certificate's conjunction rule follows the deal onto this sheet - a co-seller row is printed because it is needed.

☐ Amber is what you write ☐ Grey is a block somebody else completes The completed example follows overleaf.

Read off DMV-7-TR (Rev 12/16) and the West Virginia Division of Motor Vehicles's own pages, current as of 2026-08-23. Plain-language help with a form, not legal advice — where this and the agency differ, the agency governs.

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DMV-7-TR REVISED 12/16

West Virginia Department of Transportation

Division of Motor Vehicles



VS Bill of Sale for a Motor Vehicle, Trailer, or Boat (NOTARY IS REQUIRED)

SELLER AND BUYER MUST COMPLETE THE ENTIRE DOCUMENT, SIGN, AND HAVE IT NOTARIZED. THE OWNERSHIP STATUS OF THE VEHICLE, TRAILER, OR BOAT NAMED HEREIN, WILL NOT CHANGE UNTIL THE BUYER APPLIES FOR AND IS ISSUED A CERTIFICATE OF TITLE.

1.) Motor Vehicle, Trailer, or Boat Information

YEAR	MAKE / MANUFACTURER	BODY TYPE	MODEL	COLOR
2014	Ford	SUV	Escape SE	Blue
TITLE NUMBER		VEHICLE IDENTIFICATION / HULL / SERIAL NUMBER		
23014882		1FMCU9GX0EUC28374		

2.) Seller(s) Information

I/we do hereby sell, or have sold and delivered, the above described motor vehicle, trailer, or boat to the buyer(s) described below.

PRINTED NAME(S) OF SELLER(S)			
Rosalie M. Burdette			
STREET ADDRESS		CITY	STATE
214 Sycamore Hollow Rd		St. Albans	WV
		ZIP CODE	
		25177	

3.) Buyer(s) and Sale Information

PRINTED NAME(S) OF BUYER(S)			
Dorsey L. Maxwell			
STREET ADDRESS		CITY	STATE
1522 Locust Ave		Fairmont	WV
		ZIP CODE	
		26554	
DATE OF SALE		SELLING PRICE	
08/14/2026		\$9,200.00	

4.) Odometer Disclosure Statement (Required for Motor Vehicles Only)

Federal and State law require that you state the odometer mileage upon transfer of ownership. Failure to complete this form or providing a false statement may result in fines and/or imprisonment.

I, Rosalie M. Burdette, the seller, state that the odometer reads 91472 (no tenth) miles, on the date certified below, and to the best of my knowledge reflects the actual mileage of the vehicle described herein, unless one of the following statements are checked:

☐ The mileage stated is in excess of its mechanical limits. ☐ The odometer reading is NOT the actual mileage. **WARNING: ODOMETER DISCREPANCY**

5.) Seller and Buyer Certification

SELLER'S SIGNATURE	SELLER'S PRINTED NAME	DATE
(X) <u>Rosalie M. Burdette</u>	<u>Rosalie M. Burdette</u>	<u>08/14/2026</u>
CO-SELLER'S SIGNATURE	CO-SELLER'S PRINTED NAME	DATE
(X)		
BUYER'S SIGNATURE	BUYER'S PRINTED NAME	DATE
(X) <u>Dorsey L. Maxwell</u>	<u>Dorsey L. Maxwell</u>	<u>08/14/2026</u>
CO-BUYER'S SIGNATURE	CO-BUYER'S PRINTED NAME	DATE
(X)		

NOTARY PUBLIC CERTIFICATION IS REQUIRED BELOW

Subscribed and sworn before me this _____ day of _____, 20_____.

(X) _____
NOTARY PUBLIC SIGNATURE

My Commission expires on _____ / _____ / _____.