RECORD OF SALE FOR PRIVATE PARTY BOAT SALES [SAMPLE] Refer to WI S.S. 30.50 for boat registration laws (Rev 8-19)

IMPORTANT FOR BOATS THAT HAVE BEEN ISSUED WISCONSIN BOAT TITLES

All boats 16 feet and longer that have been registered in Wisconsin on or after February 1, 1989 have been issued a certificate of title (i.e. boat title). The certificate of title is the legal document indicating boat ownership and is a full 8 ½ X 11-inch sized sheet of paper. The certificate of title is required to transfer ownership.

TO SELLERS OF TITLED BOATS: Before you sell a used boat that has been issued a Wisconsin certificate of title, you must have the title in your name, even if you have never operated the boat. If you have lost your boat title, order a replacement title through the Wisconsin Department of Natural Resources; the cost is $5. If you never registered the boat in your name, you must first do so and obtain a title before you can sell the boat; all registration fees and sales taxes must be paid at time of registration. **Never sign your title or give it to anyone until you have been paid for the boat.**

TO BUYERS OF TITLED BOATS: If the seller does not provide a clear, signed boat title that has been registered in their name, there will likely be delays in registering the boat into your name, and in some cases, the boat may not be transferred into your name due to uncertain or disputed claims of ownership.

Once you have sold your boat, you must do the following:

- Sign and date the title in the area for the signature of the selling owner(s). If the Certificate of Title lists more than one owner and the names are separated by the word "and", all owners listed on the title must sign. If the word "or" separates the names, any of the owners listed on the title may sign.
- Fill in the selling price on the title. The Wisconsin Dept. of Revenue checks titles and investigates suspiciously low sale prices.
- Fill in the name and address of the buyer(s) on the title.
- If you owe money for your boat, pay off the loan. Provide the buyer with a lien release document from your lien holder; the buyer will need this to title the boat.
- Notify the WDNR: Per state statute 30.549(1)(b), boat owners are required to send written notification to the department within 15 days of selling your boat. Send a brief email to CSWEB@wisconsin.gov notifying us that your boat has been sold; include your first and last name, customer identification number (if known), the boat's Wisconsin registration number.

Use the form below to maintain a record of boat sale for your convenience only. Do not submit this to WDNR.

Boat Year	Make	Model	Purchase Price
Boat Registration Number (WS-1234-AB)		Boat Hull ID Number	
Sale Date (m/d/yyyy)		Delivery Date (m/d/yyyy)	
Seller Name – Print		Buyer Name - Print	
Seller Name – If Joint Ownership		Buyer Name – If Joint Ownership	
Street Address		Street Address	
City, State, Zip Code		City, State, Zip Code	
Phone Number – With Area Code		Phone Number – With Area Code	
Email Address		Email Address	

I, the undersigned seller, do sell the above-described boat to the buyer for the amount shown and certify that all the information provided is true and accurate to the best of my knowledge.

X _____
(Seller Signature) (Date)

X _____
(Buyer Signature) (Date)

X _____
(Seller Signature – If Joint Ownership) (Date)

X _____
(Buyer Signature – If Joint Ownership) (Date)