

## 1 Get your paperwork

Paperwork	✓	CARTELLIGENT <sup>®</sup> Trade-In	✓	Selling Vehicle Yourself
Loan or Lease Payoff	<input type="checkbox"/>	Bring us most recent statement or bill	<input type="checkbox"/>	Pay balance in full prior to sale
Vehicle Title	<input type="checkbox"/>	Bring us title or let us know you need	<input type="checkbox"/>	Find or <a href="#">request</a> from DMV prior to sale
Vehicle Registration	<input type="checkbox"/>	Bring us most recent copy. If expired you will need to pay outstanding late fees/penalties	<input type="checkbox"/>	If expired you will need to pay next year's <a href="#">registration</a> plus late fees/ penalties
Service Records / Owner's Manual	<input type="checkbox"/>	Bring if available	<input type="checkbox"/>	Find if available
Smog Inspection		N/A	<input type="checkbox"/>	Vehicle must pass <a href="#">smog-inspection</a>
Vehicle History Report		N/A	<input type="checkbox"/>	Request from <a href="#">CarFax</a>
Bill of Sale		N/A	<input type="checkbox"/>	Request from <a href="#">DMV</a> (for use at final sale)

## 2 Prepare the vehicle for sale

Aesthetics	✓	CARTELLIGENT <sup>®</sup> Trade-In	✓	Selling Vehicle Yourself
Exterior Detail		N/A	<input type="checkbox"/>	Professional Detail
Interior Detail		N/A	<input type="checkbox"/>	Professional Detail
Minor dings/bodywork		N/A	<input type="checkbox"/>	Repair
Windshield cracks		N/A	<input type="checkbox"/>	Repair
Minor scratches/paint		N/A	<input type="checkbox"/>	Repair
Scratched wheels		N/A	<input type="checkbox"/>	Repair
Missing hubcaps		N/A	<input type="checkbox"/>	Replace
Burned-out bulbs		N/A	<input type="checkbox"/>	Replace
Major Damage		N/A	<input type="checkbox"/>	Get professional estimate

Mechanics	✓	CARTELLIGENT <sup>®</sup> Trade-In	✓	Selling Vehicle Yourself
Windshield wipers		N/A	<input type="checkbox"/>	Replace
Worn tires		N/A	<input type="checkbox"/>	Replace
Warning lights		N/A	<input type="checkbox"/>	Repair underlying causes
Noises		N/A	<input type="checkbox"/>	Repair underlying causes
Safety issues		N/A	<input type="checkbox"/>	Repair underlying causes
Mechanical Check-up		N/A	<input type="checkbox"/>	Get professional evaluation

## 3 Selling the vehicle

Sales Process	✓	CARTELLIGENT <sup>®</sup> Trade-In	✓	Selling Vehicle Yourself
Ad copy		N/A	<input type="checkbox"/>	Be honest but highlight positive aspects
Photos		N/A	<input type="checkbox"/>	Take high-quality, professional looking photos
Online Ads		N/A	<input type="checkbox"/>	Choose public place for meetings Request cashier's check or cash for payment
DMV		N/A	<input type="checkbox"/>	Submit <a href="#">Release of Liability</a>