

CONSIGNMENT AGREEMENT

THIS DOES NOT REPRESENT A SUGGESTED FORMAT OR STYLE. THIS IS A CHECKLIST TO BE USED AS A GUIDE IN DEVELOPING THE CONTENT OF A CONSIGNMENT AGREEMENT MEETING THE REQUIREMENTS OF THE CODE OF VIRGINIA.

Is the following included on your Consignment Agreement?

- **The complete name, address and telephone number of the owner(s)?**
- **The name, address and dealer certificate number of the selling dealer?**
- **A complete description of the vehicle on consignment – including the make, model year, vehicle identification number and body style?**
- **The beginning and termination dates of the contract?**
- **The percent or amount of commission, or the net amount the owner is to receive if the vehicle is sold?**
- **Any fees that the owner is responsible for?**
- **A disclosure of all satisfied liens on the vehicle, and the location of the certificate of title to the vehicle?**
- **A requirement that the vehicle pass a safety inspection prior to sale? If the vehicle is on consignment from a *certified* non-profit organization and did not pass inspection, you must advise the potential buyer.**

Remember:

- **Both the dealer and owner *must* sign the consignment agreement.**
- **All prospective buyers are to be informed that the vehicle is on consignment.**
- **Dealer plates are not to be used on a consignment vehicle for test-drive purposes unless the vehicle weighs over 15,000 pounds, or is on consignment by another dealer or *certified* non-profit organization.**
- **The owner's license plates may be used for test-drive purposes if liability insurance coverage is in effect as required by the Code of Virginia.**