



ROSS UNIVERSITY
SCHOOL OF VETERINARY MEDICINE



VEHICLE BUYING & SELLING GUIDE



CONTENTS



- Before Buying a Vehicle
- Before Selling a Vehicle
- Full Payment – On Island
- Full Payment – Off Island
- Joint Ownership
- Partial Payment
- Tips to Remember
- Important – Licenses and Offences
- Insurance
- Auto Service Numbers



BEFORE **BUYING** A VEHICLE

1. Driver's license from home country must be valid/not expired.
2. Must have a temporary St. Kitts driver's license.
3. Plan ahead to ensure that money will be available to purchase, maintain, and fuel the vehicle.
4. Decide whether or not the vehicle will be co-owned.
5. Get the vehicle inspected by a mechanic.
6. Test drive the vehicle off road.
7. Look over the vehicle – inside and outside.
8. Ask about the repair record of the vehicle.
9. Once full payment had been made, consider closing the deal with a Bill of Sale. [Click here](#) for a sample.



BEFORE **SELLING** A VEHICLE

1. Clean the vehicle.
2. Have repairs made.
3. Get an appraisal from a reputable mechanic.
4. Ensure the wheel tax is up to date.
5. Ensure the insurance is up to date.
6. Secure all documents for the vehicle in one folder. Store the folder in a safe place.
7. Once full payment had been made, consider closing the deal with a Bill of Sale. [Click here](#) for a sample.



FULL PAYMENT – ON ISLAND

If seller is on island & full payment has been received:

1. Seller ensures that vehicle is in good condition for sale – clean and serviced by a reputable mechanic.
2. Seller completes the [Declaration of Transfer Form](#) (how to complete form – [sample](#)).
3. Seller takes buyer to the **Traffic Dept.** with passport, valid St. Kitts & home country driver's license with the completed Declaration of Transfer Form.
4. Seller should bring any vehicle paperwork in case additional information is needed.
5. Buyer must get the vehicle insured after visiting the Traffic Dept. Seller does not have to be present. Vehicle must not be driven unless insured.
6. Register vehicle at **Inland Revenue Dept.** within 7 days of visiting the Traffic Dept. Registration fee is approximately EC\$65.





FULL PAYMENT – OFF ISLAND

If seller is not on island & full payment has been received:

1. The on-island contact for the vehicle should keep it in good condition for sale – clean and serviced by a reputable mechanic.
2. Seller (off-island) completes the [Declaration of Transfer Form](#) (how to complete form – [sample](#)).
3. Seller emails Colleen Govia (cgovia@rossvet.edu.kn) in the Housing Office with the following: full name of the buyer, confirmation that full payment has been received for the vehicle, and completed Declaration of Transfer Form.
4. If on-island contact for the vehicle has the completed form, it must be dropped off at the Housing Office on campus.
5. Colleen will prepare a letter. Buyer must collect the letter from the **Housing Office**.
6. Buyer takes letter, Declaration of Transfer Form, home country driver's license, St. Kitts driver's license, passport and any other vehicle documents to the **Traffic Dept.**
7. Buyer must get the vehicle insured. Vehicle must not be driven unless insured.
8. Register vehicle at **Inland Revenue Dept.** within 7 days of visiting the Traffic Dept. Registration fee is approximately EC\$65.





JOINT OWNERSHIP

If more than one person owns a vehicle:

1. When completing the [Declaration of Transfer Form](#), sellers must write their names on the form. They must also include the name of the area where each seller lived when they purchased the vehicle (e.g. Camps, Bird Rock, etc.)
2. All sellers must sign the form.
3. If the sellers are not on island, see [Slide 6](#) - from the 3rd point down.
4. If sellers are on island, take buyer to the **Traffic Dept.** with passport, completed Declaration of Transfer Form, valid St. Kitts driver's license, home country driver's license, and any additional vehicle documents.
5. Buyer must get the vehicle insured after visiting the Traffic Dept. Seller does not have to be present. Vehicle must not be driven unless insured.
6. Register vehicle at **Inland Revenue Dept.** within 7 days of visiting the Traffic Dept. Registration fee is approximately EC\$65.



PARTIAL PAYMENT

If buyer has not made full payment:

1. It is best for seller to wait until full payment has been received for the vehicle.
2. Prepare a contract to reflect the conditions of the sale of the vehicle. [Click here](#) for a sample contract. A Google search could also offer a contract which may better suit your sale.
3. Once full payment has been received, consider closing the deal with a Bill of Sale. [Click here](#) for a sample.
4. Begin the process to transfer the vehicle to the buyer.
 - Refer to [Slide 5](#) if seller is on island
 - Refer to [Slide 6](#) if seller is not on island



TIPS TO REMEMBER

- Keep all vehicle documents together in a folder.
- Use your calendar to alert you of due dates for driver's license renewal, wheel tax, and vehicle insurance.
- Do not drive on an expired driver's license.
- Service your vehicle at least once a year.
- Get reviews on mechanics before using their services.
- Always obtain a committed estimate before getting any work done on a vehicle and insist on a call to advise you if the work is going to exceed the agreed amount.
- Ensure head lights, brake lights, horn, and indicator lights are always functioning.
- License plates must not be broken and numbers must be visible.
- Do not drive a vehicle without it being insured.
- Do not drink and drive.
- Do not use cell phone while driving.
- Drive within the speed limit. Legal speed limit is 40 MPH; 20 MPH in towns.
- Pay attention to road signs and markings.
- **The police conduct random checks and may arrest/and or fine for any infractions.**



DRIVER'S LICENSE

ST. KITTS LOCATIONS

- **Traffic Dept. & Inland Revenue Dept.:** Monday–Friday, 8 AM– 3 PM
- **Basseterre Fire Station:** Open 24 hours

COSTS

- **3 months:** US\$24 / EC\$62.50
- **1 year:** US\$48 / EC\$125
- Must have valid driver's license from your home country with you.

(Fees may be subject to change at any time)



IMPORTANT

If caught driving without a license, driver may be fined or taken into police custody. Your home country license should always be carried in conjunction with your St. Kitts license.



TRAFFIC OFFENCES

If caught driving without a valid local license, an uninsured or an unregistered vehicle, driver may be fined or taken into police custody. Your home country license should always be carried in conjunction with your St. Kitts license.

- **EC\$100** – parking on a yellow line, driving at night with missing head/rear lighting, failure to comply with traffic sign direction, failing to comply with lawful direction of Police, overcrowding a vehicle, failure to pull over for emergency vehicle, parking in no parking zone, failure to stop at intersection, failure to display license sticker on window
- **EC\$150** – cell phone use while driving, driving without a fastened seat belt, driving unlicensed or unregistered vehicle, driving without valid/current license, repairing a vehicle in the street



IMPORTANT



INSURANCE

T.D.C Insurance Co.

Central St.

465-2845

ICWI – The Insurance Company of the West Indies

1c Bird Rock

466-2490

National Caribbean Insurance Co.

Church St.

465-5345

CGM Gallagher Insurance

Brokers (St. Kitts\Nevis) Limited.

Liverpool Row

465-6740

S. L. Horsford and Co., Ltd.

West Independence Square

465-2616

Delisle Walwyn & Co., Ltd.

Liverpool Row

465-2631

NAGICO Insurances

Bladen Commercial Dev.

466-2262

Premiums are based on chassis and engine number, engine size, and driver's age. It will be beneficial if buyer brought along a letter of fitness from their previous car insurance agency, stating current percent of no claim discount for the local company to assign a reduced rate to the new policy.



VEHICLE MUST NOT BE DRIVEN UNLESS INSURED.

If caught driving without an uninsured vehicle, driver may be fined or taken into police custody.



AUTO SERVICE NUMBERS

T D C Auto Division
465 2505

**Horsford's Automotive Sales,
Spares & Service**
465-4971

Jermaine Wilkin
762-9395

Sylvester Thomas
665-5883

Myron Auto Repair
664-1505 /465-8075

Island Auto Supplies
465-4416

Neil Jeetlall
Electricals - 668 4444

Hanley's Automotive Co. Ltd.
Inspections - 465-0545

Huggins Auto Service
Inspections - 466-5254

Automotive Art
Inspections - 465-7105

Gordon Manufacturing Ent. Ltd.
Radiator - 465-8595

Wesley Jeffers
A/C Repairs - 667-4007

**RUSVM ROADSIDE
ASSISTANCE**
662-9191

Always get a committed estimate before getting any work done and insist on a phone call to advise you if the work is going to exceed the agreed amount.



Ross University School of Veterinary Medicine's DVM degree program is accredited by the American Veterinary Medical Association Council on Education (AVMA COE). 1931 N. Meacham Road, Suite 100, Schaumburg, IL 60173 | Tel: 800.248.2862 | Email: MMaresh@avma.org
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