

## Congratulations - You've won an eqhq auction!

This checklist will help you to complete the sale with the seller. eqhq takes steps to verify the identity of each seller and their legal right to sell the equipment, but we strongly recommend you follow each of these steps. You can reach out to us at [customerservice@eqhq.com](mailto:customerservice@eqhq.com) with any questions or concerns. Please refer to our [Terms and Conditions](#) for additional information.

### ☐ **Contact the Seller**

We've sent you an email with the Seller's contact information and they have received an email with your contact information. Please be patient—some sellers might not be able to respond immediately. If you haven't heard from a seller within 24 hours of the auction ending, contact us at [customerservice@eqhq.com](mailto:customerservice@eqhq.com).

Maintain a positive attitude and be as flexible and reasonable as possible. Communicating with the seller in a clear, friendly, and productive manner will further help ensure a smooth transaction.

### ☐ **Proof of Ownership**

Most equipment will not have a title, but if the equipment does have a title, the seller should email you a copy of the title (or registration if a lien is present and they do not have a title) and a copy of their driver's license.

If there is a loan on the equipment, discuss with the seller how the loan will be paid off and how you'll receive proof that the equipment is lien-free. You can have an independent lien search conducted by a third-party provider such as [Ground Clearance Lien Search](#) or [Verisk](#).

### ☐ **Bill of Sale**

We highly encourage you and the seller to sign a Bill of Sale, including the terms of the transaction. This will protect both parties and ensure a smooth transaction and serve as proof that you own the equipment. A suggested template for a Bill of Sale can be found [here](#). The Bill of Sale should be executed before any payment or equipment is exchanged.

### ☐ **Payment**

You are expected to pay for the equipment within one (1) full week of auction ending. We recommended sending a wire transfer to complete payment, though you and the seller are free to arrange a different payment method if you prefer. Do not wire payments to banks outside of the United States of America.

If you have any concerns about payment, we recommend using a third-party escrow service such as [escrow.com](https://www.escrow.com) to facilitate the transaction.

### ☐ **Pick Up**

Transportation arrangement and costs are your responsibility. We recommend having transportation arranged before closing the sale. Heavy haul transport boards such as [Fr8star](#) and [Veritread](#) can help you find the best prices on shipping.

### ☐ **Tell Us About Your Experience**

You'll receive an email from us asking to confirm you've completed the sale and received the equipment. We'll also ask for feedback about your experience, the seller, and the equipment. Your opinion matters—eqhq strives to build a better equipment auction based on community involvement and we take your feedback seriously.