BARCHIESI LAW PLLC

INDEPENDENT DEALER EDGE

Pennsylvania Bilingual Deal Jacket Checklist

FOR PENNSYLVANIA USED-CAR DEALERS

Use during a mock deal or as an internal file check. Record an internal reference only and keep the completed checklist with the secure deal file.

Internal deal reference	Staff initials	Date

01 On the lot

- [ ] For a covered sale conducted in Spanish, display the FTC Spanish Buyers Guide on the vehicle before displaying or offering it for sale.
- [ ] Check vehicle details and warranty terms on the Guide before showing the vehicle.

02 At signing

- [ ] Use the FTC-required contract disclosures in Spanish for covered sales conducted in Spanish.
- [ ] When the sales presentation and agreement are in Spanish, provide the applicable written information, notices and disclosures under 37 Pa. Code § 301.4(a) in both Spanish and English.
- [ ] Check that both versions reflect the final deal terms. Give the buyer a copy of the written sale contract when they sign.

03 At handoff

- [ ] Give the buyer the final Buyers Guide or a copy at the sale, reflecting the agreed warranty terms. Confirm the buyer received the required copies.

OFFICIAL RESOURCES

FTC Spanish Buyers Guide | Federal Used Car Rule | 37 Pa. Code § 301.4

General information. Ask counsel about mixed-language transactions and which forms apply. This worksheet is for internal use. Use the required forms and disclosures for the sale.