

~~~~~**AUTO DEALER COMPLIANCE REVIEW**~~~~~

New: [ ] Used: [ ]

**Business Name:**

**Address:**

**City:**

**State:**

**Zip:**

**Contact Name:**

**Phone Number:**

| <i>Compliance</i> |    | <i>Area of Compliance Reviewed</i>            | <i>Comments</i> |
|-------------------|----|-----------------------------------------------|-----------------|
| Yes               | No |                                               |                 |
|                   |    | <b>1.) PERMANENT PLACE OF BUSINESS (25+)</b>  |                 |
|                   |    | Permanent Building, Not Residence             |                 |
|                   |    | Space to Display Five Vehicles                |                 |
|                   |    | Sign Indicating Nature of Business            |                 |
|                   |    | Zoning Compliant (verify from application)    |                 |
|                   |    | Telephone With Published Number               |                 |
|                   |    | Business Hours Displayed at Business          |                 |
|                   |    | Business Occupied on Regular Basis            |                 |
|                   |    | <b>2.) RECORDS</b>                            |                 |
|                   |    | Stored at Principal Place of Business         |                 |
|                   |    | Legible                                       |                 |
|                   |    | Proper Format                                 |                 |
|                   |    | (3) Three Years Retention                     |                 |
|                   |    | Vehicles In Daily Record                      |                 |
|                   |    | Consignment Agreement, If Applicable          |                 |
|                   |    | <b>3.) DEALER LICENSE</b>                     |                 |
|                   |    | Proper Class                                  |                 |
|                   |    | Display of Vehicles as Licensed               |                 |
|                   |    | Transfer of Ownership (business)              |                 |
|                   |    | <b>4.) TEMPORARY PERMITS</b>                  |                 |
|                   |    | Written Record of Temps In Numerical Sequence |                 |
|                   |    | Invoice in Vehicle                            |                 |
|                   |    | Issued Subsequent Temps                       |                 |
|                   |    | Properly Reported Lost or Stolen Temps        |                 |
|                   |    | Forward Stubs Timely                          |                 |
|                   |    | <b>5.) DEALER PLATES</b>                      |                 |
|                   |    | (DEMO) Proper Allotment of Plates             |                 |
|                   |    | (DEMO) Proper Use of Plates                   |                 |
|                   |    | (FULL USE) Proper Allotment of Plates         |                 |
|                   |    | (FULL USE) Proper Use of Plates               |                 |
|                   |    | <b>6.) IMPORT VEHICLES</b>                    |                 |
|                   |    | Letter of Authorization                       |                 |
|                   |    | Proper Labels                                 |                 |
|                   |    | Titled to Dealer if Applicable                |                 |
|                   |    | <b>7.) ORGANIZED VEHICLE SHOW</b>             |                 |
|                   |    | Proper Number of Annual Shows (4)             |                 |
|                   |    | Proper Display of Authorization Letter        |                 |
|                   |    | Proper Notification to D.O.T. (14 days)       |                 |
|                   |    | Exceeded Seven (7) Consecutive Days           |                 |
|                   |    | <b>8.) OTHER VIOLATION:</b>                   |                 |
|                   |    |                                               |                 |

*I acknowledge this report and the findings therein. I understand this report will serve as written warning that any violation or non-compliance of Statute, rule or regulation may result in denial, revocation, suspension or refusal to renew a dealer license. In addition, the dealer bond may be forfeited.*

**Dealer Signature:** \_\_\_\_\_ **Title:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Investigator:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

***NARRATIVE:***