



# Dealer Temporary Sub-Agency License Application

Dealer/Manufacturer Service  
P.O. Box 9039  
Olympia, WA 98507-9039  
(360) 664-6466

**Fee: \$100.00 PER EVENT**

(Check or money order payable to Washington State Treasurer)

FOR VALIDATION ONLY

**NOTE:**

- Submit your application no less than two weeks and no more than two months before the event.
- We cannot issue more than six temporary sub-agency licenses in any twelve month period.

Dealer business name \_\_\_\_\_

Business street address \_\_\_\_\_

City \_\_\_\_\_ ZIP \_\_\_\_\_ Phone \_\_\_\_\_ Fax \_\_\_\_\_

Temporary Sub-Agency street address \_\_\_\_\_

City \_\_\_\_\_ ZIP \_\_\_\_\_

How many dealers are participating in the event? \_\_\_\_\_

Dates of Temporary Sub-Agency (**must not exceed 10 days**) \_\_\_\_\_ through \_\_\_\_\_

Issue a Temporary Sub-Agency license under the following dealer number(s):

Motor Vehicle # \_\_\_\_\_ Manufactured Home/Travel Trailer # \_\_\_\_\_ Miscellaneous # \_\_\_\_\_

I certify that:

- The location meets zoning requirements at the Temporary Sub-Agency address listed above.
- I submitted proof that the dealer bond covers the Temporary Sub-Agency location.
- For recreational vehicles (RV) shows only
  - For new RVs offered for sale, I enclosed a written approval from each manufacturer stating the brands offered, and the date and address of the event.
  - This event is within 50 miles of my established place of business or within the factory designated sales territory for each brand offered for sale at the event. **I understand I may only offer used RVs for sale within 50 miles of my established place of business.**

**X** \_\_\_\_\_  
 Dealer Representative's Signature Title Date

Mail to:  
 Dealer and Manufacturer Services  
 PO Box 9039  
 Olympia, WA 98507  
 (360) 664-6466

Licensing Auditing and Legal Services

**X** \_\_\_\_\_  
 Licensing Compliance Auditor's Signature Date approved