

## Dealer Checklist

Use this checklist of commonly missed items to avoid delays in the application process for your dealer license. Please be sure to read the **Instructions for Completing the Vehicle Dealer/Manufacturer Addendum** for detailed information.

- To get a dealer license, your business must be located at a **permanent enclosed commercial building**. Refer to Section G of the **Vehicle Dealer/Manufacturer Addendum instructions** (BLS-700-187) for the additional business location requirements, **also provided on page 2 of this checklist**.
- Have you submitted the correct fees? See **Vehicle-Related License and Fee Description Sheet** (BLS-700-185)
- Under Section C of the **Vehicle Dealer/Manufacturer Addendum** (BLS-700-182), have you indicated whether you are selling new or used vehicles? If you indicated "New", have you attached the list of vehicle manufacturers your dealership represents and a **Sales and Service Agreement** for each manufacturer listed?
- Has each owner, partner, corporate officer, and member/manager of the business completed the **Personal/Criminal History Statement** form (BLS-700-324) in full, signed the form, and answered the two certification questions "yes"?
- On the **Financial/Source of Funds Statement** (DLR-430-206), are all assets and liabilities provided and **totaled**? Is it signed and dated on the reverse side? Is the information current within the last 30 days? Have you included the required verification documents for all assets listed (current bank statements, copies of titles/registrations for vehicles owned, copy of current tax assessors' statement for real estate owned, etc.)? Have you included the lease agreement information for the business location as a liability?
  - If applying as a sole proprietor or partnership, each owner or partner must submit a separate form listing all of their personal assets and liabilities.
  - If applying as a Corporation, LLC, or LLP, one form must be submitted to include only the assets and liabilities of the business entity.
  - We will request an Equifax credit report on each applicant. If you have questions regarding items on the credit report, directly contact the bank, lender, or business listed on the report, or contact Equifax (800) 685-1111 or [www.equifax.com](http://www.equifax.com). Do not contact the Department of Licensing.
- Have you submitted a signed and dated copy of your **lease agreement** with the business address clearly shown and the use of property and term of the lease indicated, or a **copy of the tax statement** if you own the property?
- Have you signed the **Vehicle, Vessel, Vehicle Manufacturer, Registered Tow Truck Operator, or Wrecker Business Bond** (DLR-430-205) or are all partners' signatures provided? Does your business name and city on the application exactly match the business name and city on the bond? Please refer to Section E of the **Vehicle Dealer/Manufacturer Addendum instructions** (BLS-700-187) as to who should sign the bond and how the bond name should appear. Does the bond have an effective date? Is the Power of Attorney attached?
- Have you enclosed a copy of your certification of having successfully completed at least eight (8) hours of approved dealer education, as required by RCW 46.70.041(l)(1) and 46.70.079? *(Does not apply to franchised dealers of new cars and trucks; franchised dealers of new recreational vehicles; miscellaneous vehicle dealers; nationally franchised or corporate-owned rental companies; manufactured home dealers; national auction companies dealing primarily in totaled vehicles; or wholesale auction companies.)*
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