

Instructions for completing the Vehicle Dealer/Manufacturer Addendum

to obtain a license as a
Motor Vehicle Dealer, Manufactured Home/Travel Trailer Dealer, Miscellaneous Vehicle Dealer,
Motor Vehicle Wholesaler, Off-Road Vehicle Dealer, Snowmobile Dealer,
Vehicle Manufacturer and/or Vessel Dealer

Application procedure

1. Review the *License and Fee Description Sheets* for general business registrations and vehicle-related businesses.
2. Select those licenses that apply to your business activities at this location. You may apply for all licenses and related license plates necessary for all vehicle business activities occurring at the same location with a single application, but each different business location requires a separate application.
3. Write the names and fees for each license you require in Section A on page one of the *Master Business Application*.
4. Complete the rest of the *Master Business Application* as appropriate for your business. **Note:** You may not use any business name already being used by a licensed vehicle dealer (WAC 308-66-140).
5. Complete or read the appropriate sections of the *Vehicle Dealer/Manufacturer Addendum* (see chart below).
6. Submit the completed *Master Business Application*, *Vehicle Dealer/Manufacturer Addendum*, and other documentation as described in these instructions, and fee payment to:
 - Department of Licensing
 - Master License Service
 - PO Box 9034
 - Olympia Washington 98507-9034
 For more information, contact:
 - Phone: (360) 664-1414
 - FAX: (360) 570-7875
 - TTY: (360) 664-8885

| If you are applying for a license as a: | Complete these sections on the Vehicle Dealer/Manufacturer Addendum Form | | | | | | |
|---|--|---|---|---|---|---|---|
| | A | B | C | D | E | F | G |
| Motor Vehicle Dealer, or its Subagency | X | X | X | X | X | X | X |
| Manufactured Home/Travel Trailer Dealer, or its Subagency | X | X | X | X | X | X | X |
| Miscellaneous Vehicle Dealer, or its Subagency | X | X | X | X | X | X | X |
| Motor Vehicle Wholesaler | X | X | | | X | X | X |
| Off-Road Vehicle Dealer | X | X | | | | X | |
| Snowmobile Dealer | X | X | | | | X | |
| Vehicle Manufacturer | X | X | | | X | X | |
| Vessel Dealer | X | X | | X | X | X | |

Instructions

Below are instructions for completing each section of the *Vehicle Dealer/Manufacturer Addendum* form.

An incomplete application will delay the processing of the licensing request. If you have questions about completing this application, contact the Department of Licensing, Master License Service at (360) 664-1414. For regulatory questions, contact the Dealers Division at (360) 664-6466.

Please note: The business location must comply with all site laws and pass inspection for approval. See section G for further information.

For each physical business location to be licensed, you must submit a separate *Master Business Application*, *Vehicle Dealer/Manufacturer Addendum*, and other required documentation. You must already have licensed a principal location, or have requested a principal location license on a separate application, before requesting the related subagency or branch license.

The Department of Licensing has a policy of providing equal access to its services. If you need special accommodation, call (360) 664-1400 or TTY (360) 664-8885.

Section A: Licenses requested

Retail vehicle dealer means a vehicle dealer who may buy and sell at both wholesale and retail.

Wholesale vehicle dealer means a vehicle dealer who buys and sells other than at retail. Wholesale dealers can only sell to licensed car dealers and not the general public.

- If you will buy and sell **used** cars, trucks and/or motor homes to licensed dealers and at wholesale **only**, you may select **Motor Vehicle Wholesaler** instead of the retail Motor Vehicle Dealer license. Your license will be endorsed for wholesale sales only. You must attach a list of the addresses of all facilities at which you will store vehicle inventory.
- If you will have **retail** sales of cars, trucks, and/or motor homes, and/or sell any of them **new**, you must select the **Motor Vehicle Dealer** license. (A retail license allows wholesale sales, but 'wholesale only' does not allow retail sales.) Sales of vehicles other than cars, trucks and motor homes are covered only in the various other retail licenses.
- A **Licensed Auctioneer** needs only the Motor Vehicle Dealer license to sell, at auction, all of the vehicle classes including vessels up to 25 feet in length, and is exempt from having to obtain temporary subagency licenses. (See also section D.)
- A **Vehicle Manufacturer** need only maintain one license in the state of Washington, and the place of business may be located outside of the state. However, there are other requirements for resident agents or employees. Contact Vehicle Services for more information. You must attach a list of the names and license numbers of all dealers in Washington which sell your product.
- If applying as a **Vessel, Snowmobile**, and/or **Off-Road Vehicle** dealer and you sell trailers with which those vessels or vehicles may be transported on the highway, you must also have a **Miscellaneous Vehicle Dealer** license.

Section B: License plates/decals required

Indicate how many dealer license plates or vessel decals you require for each of the dealer licenses you marked in Section A. **The plates/decals allow you to operate an unlicensed vehicle or vessel in your possession for demonstration or transport purposes only.**

Per RCW 46.70.090, you will be limited to three license plates for any of the four regular Motor Vehicle Dealer license types (listed in the left hand column of Section B of the addendum form), unless your sales volume allows issuance of more plates. To calculate the maximum allowed, you must: 1. Estimate your sales volume for the next 12 months for one license type alone. 2. Multiply that number by 6% (.06); round any fractions **up** to the next

whole number. This is the maximum number of plates that you may request. Repeat this calculation for each license type in the left hand column that applies to this location. (**Note:** No calculations are necessary for the specialty plates or vessel decals listed in the right hand column.)

All dealer license plate inventory is assigned to the principal dealership business location. If you are applying for a **subagency** license on this application, the number of plates you request are considered to be *in addition* to those already issued to, or requested for the principal location. Note that both the retail and wholesale Motor Vehicle Dealer license uses the same type of license.

Section C: New vehicle sales

Indicate whether you will be selling any new vehicles at this location. (Please note that a vehicle wholesaler deals only in used vehicles.) If you sell new vehicles you must attach a list of the names, addresses and Washington State vehicle manufacturer and/or UBI number of the manufacturers your dealership represents. You must also attach a separate, current sales and service agreement from each manufacturer you list. The sales and service agreement may be in the suggested format 1 or 2:

1. If your dealership will perform the warranty service, repair and replacement, a letter from the manufacturer containing the following information will suffice:

"This will affirm that _____
Name of dealer

has in effect a service agreement with

Name of manufacturer or distributor

and that the above captioned dealer will perform, upon demand of any customer receiving a new vehicle warranty, the service, repair and replacement work required of the above captioned manufacturer or distributor by such vehicle warranty."

The statement must be signed and dated by a representative of the manufacturer or distributor and a representative of the vehicle dealer.

2. If your dealership will arrange to have the warranty service, repair and replacement performed elsewhere, you must attach a copy of the actual franchise or sales agreement document which clearly spells out the duties of each of the parties and gives full particulars of how you will "arrange for service, repair and replacement work."

Section D: Exemptions

If you qualify for and desire the exemptions listed in this section mark "Yes" in the appropriate areas. You must also comply with any requirements listed for the exemption. Please note that your signature on the *Master Business Application* form provides certification that you qualify for and will comply with the requirements shown for the exemption you request.

Section E: Bonding

You must include a properly executed, original surety bond in the amount shown for the indicated licenses or combinations below. Each separate business location must have its own bond.

The name of the principal on the bond must reflect exactly both the business owner name (sole proprietor name, all partners names, or the corporate name) and the business firm name.

All bonds must be signed by the Attorney-in-Fact for the bonding company, and by the applicant: the individual if a sole proprietor, all partners if a general or limited liability partnership, or by an authorized corporate officer or member if a corporation or limited liability company. Incorrect bonds delay license approval. Forms are provided.

Motor Vehicle Dealer bonds

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|--|----------|
| Motor Vehicle Dealer , or its Subagency | \$30,000 |
| Manufactured Home (or Park Trailer) Dealer , or its Subagency | \$30,000 |
| Travel Trailer Dealer , or its Subagency | \$30,000 |
| Miscellaneous Vehicle Dealer , or its Subagency | \$ 5,000 |

If you are applying for several of the vehicle dealer licenses listed above for this business location, only one bond is required to cover all the business activities, but it must be for the highest amount indicated for any of the dealership types involved. Each business location having any of these licenses must have its own bond.

Vehicle Manufacturer bonds

| | |
|--|----------|
| Manufactured Homes only | \$40,000 |
| Manufactured Homes and Travel Trailers (including Fifth Wheel Trailers) | \$40,000 |
| Travel Trailers (including Fifth Wheel Trailers) only | \$20,000 |

If applying as a vehicle manufacturer, you must submit a vehicle manufacturer bond only if you are manufacturing manufactured homes and/or travel trailers (including fifth wheel travel trailers). If you are only manufacturing other types of vehicles (e.g. cars or trucks), you do not need a vehicle manufacturer bond.

Vessel Dealer bonds

| | |
|----------------------|---------|
| Vessel Dealer | \$5,000 |
|----------------------|---------|

Each licensed vessel dealer location is required to have its own bond unless qualified for the exemption in Section D.

Section F: Supplemental documentation

Depending on which licenses you have requested, you must submit some or all of the forms or lists shown in the chart on page 4 of these instructions.

On the *Addendum* form, check the boxes next to the documentation types you need to submit and attach the appropriate documentation when you submit your application.

Section G: Business location requirements

It is your responsibility to ensure that your business site complies with all applicable building codes, zoning and other land-use ordinances. By filing the application and signing the *Master Business Application* form you are certifying that the site is in compliance with all such land use laws.

Before your license is approved your business site may need to be certified as complying with the requirements for the place of business. The requirements include:

- Business is located at a commercial property and building.
- There is a permanent sign on the site identifying the nature of business, which is visible from the major avenue of approach. A permanent sign is one that is affixed in a manner that can only be removed by the use of tools.
- The business has a telecommunications system in operation with phone number listed in directory assistance. **Retail** businesses must be listed in the local phone book.
- There is access to business records at the business location.
- **Retail** businesses must have normal business hours of at least 10:00 a.m. to 4:00 p.m., a minimum of five days per week.
- **Wholesale** businesses are not required to maintain normal business hours.

After you have submitted a complete application you will be contacted by a Vehicle Services Investigator to arrange any required inspections of your business site. For more information, contact Dealer Services at (360) 664-6466.

Section F: Additional documentation required

| Name of form or list | Must be submitted by | Description of form or list |
|--|---|--|
| Certificate of Dealer Education Provided by an approved trainer | Motor Vehicle Dealers (Please indicate on your application whether any of the exemptions to the right apply*) | Proof of completing at least 8 hours of approved training. *Franchised dealers of new cars and/or new RVs; vehicle wholesalers, miscellaneous vehicle dealers; nationally franchised and corporate-owned rental companies; manufactured home dealers; wholesale auto auction companies; and national auctions of totaled vehicles are exempt. |
| Corporate or LLC Information Blank form provided by Dept. of Licensing | Corporations & LLCs (Note: Not required for any of the Subagency Licenses) | List all corporate officers, stockholders, directors, LLC members/managers and anyone with 10% or more interest in your business, whether by securing financing, holding stock, receiving profit or otherwise. |
| Financial Statement Blank form provided by Dept. of Licensing | Vehicle Wholesaler Motor Vehicle Dealer Mfd. Home-Travel Trailer Dlr Miscellaneous Vehicle Dealer | Describes your personal/business financial situation and business structure. Identifies the source of business funds. Each partner of general partnerships must complete a separate form. Only one form for the business entity itself is required if applying as a sole proprietor, LLP, LLC or corporation. |
| Personal/Criminal History Blank form provided by Dept. of Licensing | Vehicle Wholesaler Motor Vehicle Dealer Mfd. Home-Travel Trailer Dlr Miscellaneous Vehicle Dealer Vessel Dealer | One form must be completed by the sole proprietor, each partner of a partnership or LLP, or each officer/member, manager and director of a corporation or LLC. |
| Fingerprint Cards Blank form provided by Dept. of Licensing | Vehicle Wholesaler Motor Vehicle Dealer Mfd. Home-Travel Trailer Dlr Miscellaneous Vehicle Dealer | The sole proprietor applicant, each partner of a general partnership or LLP, or each officer/member, manager and director of a corporation or LLC must submit a complete and legible original fingerprint card that was taken at a law enforcement agency. |
| Business Property Lease Agreement Must be provided by applicant | Vehicle Wholesaler Motor Veh. Dealer or Subagency Mfd. Home-Travel Trailer Dlr or Sub Misc. Veh. Dealer or Sub | Provide a copy of property tax statement for proof of ownership, or the rental/lease agreement for the business site. Note: the agreement must be valid for at least one year. |
| Description of Vehicles Manufactured Must be provided by applicant | Vehicle Manufacturer | List vehicles and brand names manufactured for distribution to Washington dealers. Divide list in categories of: "Cars & trucks," "Motorhomes," "Motorcycles," "Manufactured Homes," "Travel Trailers," and "Other" (specify "other") |
| Warranty & Service Agreement Must be provided by applicant | Vehicle Manufacturer | If you offer a warranty or service agreement, and dealerships must perform the service, attach a copy. If dealers are not required to perform service, list the name, address, and phone # of agent(s) resident in Washington authorized to perform the service. |
| List of Distributing Dealerships Must be provided by applicant | Vehicle Manufacturer | A list of names and license numbers of all dealerships in Washington selling your manufactured product. |