



Dealer Temporary Sub-Agency License Application

Dealers use this form to apply for a temporary sub-agency license. There is a \$100 fee per event. Send this completed form and a check or money order payable to the Department of Licensing, to:

Dealer/Manufacturer Services
Department of Licensing
PO Box 35001
Seattle, WA 98124-3401
Telephone: (360) 664-6466

For validation only

Submit your application **no less than ten days** and no more than two months before the event. Any application submitted less than ten days prior to the event will be denied.

We cannot issue more than six temporary sub-agency licenses in any twelve-month period and two of those are limited to events with three or fewer RV dealers participating in the event.

TYPE or PRINT Dealer business name		
(Area code) Telephone number	(Area code) Fax number	Email
Business street address		
City		ZIP code
Temporary sub-agency street address		
City		ZIP code
<p>How many dealers are participating in the event? _____</p> <p>Dates of temporary sub-agency: _____ through _____ (must not exceed 10 days)</p> <p>Issue a temporary sub-agency license under the following dealer numbers:</p> <p>Motor vehicle _____ Manufactured home/Travel trailer _____ Miscellaneous _____</p>		
<p>Answer the following</p> <p>Does the location meet zoning requirements at the temporary sub-agency address listed above? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Have you submitted proof that the dealer bond covers the temporary sub-agency location? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>For recreational vehicles (RV) shows only:</p> <ul style="list-style-type: none"> • Is this event within 50 miles of your established place of business or within the factory designated sales territory for each brand offered for sale at the event? <input type="checkbox"/> Yes <input type="checkbox"/> No • Do you understand you may only offer used RVs for sale within 50 miles of your established place of business? <input type="checkbox"/> Yes <input type="checkbox"/> No • For new RVs offered for sale, have you enclosed a written approval from each manufacturer stating the brands offered, and the date and address of the event? <input type="checkbox"/> Yes <input type="checkbox"/> No 		

I certify under penalty of perjury under the laws of the state of Washington that the foregoing is true and correct.

	TYPE or PRINT Dealer representative name
	Dealer representative title
	X Dealer representative signature
	X Licensing compliance auditor signature

Date and place signed

Date approved