

OKLAHOMA MOTOR VEHICLE COMMISSION  
**APPLICATION PACKET FOR DEALER ADDING FRANCHISE LICENSE(S)**

*This form only applies to NEW vehicles -- not USED vehicles*

**THIS PACKET IS FOR:** Dealers adding new franchise(s) to their currently licensed new motor vehicle dealership.

Dealers must be licensed, *for each franchise sold*. It is unlawful to sell, advertise or display new vehicles for which no franchise license is held. Sanctions such as fines or denial of license may be imposed for non-compliance.

Very Important! The Manufacturer/Distributor of the vehicles which you plan to sell, must already be licensed by this Commission, otherwise, your Dealer Application will not be considered.

**CAREFULLY FOLLOW THE CHECKLIST BELOW TO MAKE COMPLETE APPLICATION:**

- \_\_\_ 1. **DEALER APPLICATION FORM:** Form must be legible, complete, signed and notarized.
- \_\_\_ 2. **FINANCIAL INFORMATION:** Submit a **Company Balance Sheet**. The Balance Sheet must be certified by an officer of the company, and current within the last 60 days. A blank Balance Sheet form is included in this packet for your convenience, although you may use your own Balance Sheet report.
- \_\_\_ 3. **AFFIDAVIT OF EXTENDED SERVICE CONTRACTS:** If the franchise(s) are being acquired from another automobile dealer, the enclosed Affidavit must be completed. Otherwise disregard.
- \_\_\_ 5. **MANUFACTURER/DISTRIBUTOR(S):** Provide list of names, addresses, phone numbers and contact persons for the manufacturers and/or distributors with whom you will have Dealer Sales and Service Contract(s) or Franchise Agreement(s).
- \_\_\_ 6. **DEALER SALES & SERVICE AGREEMENT(S):** *Your application can be submitted without this document*, as it may be approved "contingent upon" receipt of the Agreement(s). Keep in mind the actual franchise license(s) will not be issued until the Agreement(s) are received.
- \_\_\_ 7. **FEE: \$200.00 PER FRANCHISE.** The Commission issues a separate license for each franchise sold. Examples: Chrysler, Jeep & Dodge is 3 franchises = \$600.00 or Honda Motorcycles & Honda Scooters equal 2 franchises = \$400.00. Checks or Money Orders only, no cash or credit cards. Fees are not refundable; only exception is if the application is denied.
- \_\_\_ 8. **DEADLINE:** Applications are considered by the Board of Commissioners once a month, on the second Tuesday. The **deadline** to submit an application packet is the Monday *eight days prior* to the meeting. **NO EXCEPTIONS!**

Contact Marilyn Maxwell at (405) 607-8227, ext 101, for assistance.

OKLAHOMA MOTOR VEHICLE COMMISSION

**NEW MOTOR VEHICLE DEALER  
APPLICATION FOR ADDING FRANCHISE LICENSE(S)**

**PLEASE TYPE.**

1. DBA Name \_\_\_\_\_ 2. Legal Name \_\_\_\_\_  
(if different)

3. Physical Address \_\_\_\_\_  
Street Address City State Zip County

4. Mailing Address \_\_\_\_\_  
(if different) P.O. Box City State Zip

5. Dealership Phone \_\_\_\_\_ Dealership Fax \_\_\_\_\_

6. Dealer Principal \_\_\_\_\_ Exec Manager \_\_\_\_\_  
Direct Line or Ext \_\_\_\_\_ Direct Line or Ext \_\_\_\_\_  
Email \_\_\_\_\_ Email \_\_\_\_\_

7. Website Address: \_\_\_\_\_

8. Will this be the Dealer's primary occupation?  Yes  No If No, explain:  
\_\_\_\_\_

9. Type of Ownership:  Individual  Partnership  Corporation  LLC  LP

10. Complete for each **Owner, Officer and Executive Manager** (including date of birth and percent of ownership):

NAME	COMPLETE HOME ADDRESS	TITLE	D.O.B.	%
_____	_____	_____	_____	_____%
_____	_____	_____	_____	_____%
_____	_____	_____	_____	_____%
_____	_____	_____	_____	_____%
_____	_____	_____	_____	_____%

11. Have you or any of the principals ever had a Motor Vehicle Dealer or Salesperson License **denied, revoked** or **suspended** in this **or** any other state?  Yes  No If Yes, explain:  
\_\_\_\_\_

12. Have you or any of the principals ever been convicted of a felony?  Yes  No **If Yes, complete below:**  
**Who?** \_\_\_\_\_ **Where?** \_\_\_\_\_ **When?** \_\_\_\_\_  
(circle one) **Federal** or **State Charge** **Convicted of:** \_\_\_\_\_

**Attach** copy of a Criminal History Background Report relating to the felony charge(s). The Application will not be processed without this documentation. This Commission has the authority to verify, independently, the accuracy of your response.



**BALANCE SHEET**

**Company Name** \_\_\_\_\_

As of \_\_\_\_\_

**ASSETS:**

**Current Assets:**

Cash on Hand and in Bank \_\_\_\_\_  
Accounts Receivable \_\_\_\_\_  
Factory Receivables \_\_\_\_\_  
Notes Receivable \_\_\_\_\_

**Total Cash and Receivables** \_\_\_\_\_

**Inventories:**

New Motor Vehicles \_\_\_\_\_  
Used Motor Vehicles \_\_\_\_\_  
Parts and Accessories \_\_\_\_\_  
Other Inventories \_\_\_\_\_

**Total Inventories** \_\_\_\_\_

**Other Current Assets:**

\_\_\_\_\_

**Total Current Assets:** \_\_\_\_\_

**Property, Plant, and Equipment:**

Land and Buildings \_\_\_\_\_  
Furniture, Fixtures, Equipment \_\_\_\_\_  
Company Vehicles \_\_\_\_\_  
Leasehold Improvements \_\_\_\_\_  
Other \_\_\_\_\_

**Total Property, Plant, & Equip:** \_\_\_\_\_

**Other Dealership Assets:**

\_\_\_\_\_

**Total Non-Current Assets:** \_\_\_\_\_

**TOTAL ASSETS:** \_\_\_\_\_

**LIABILITES**

**Current Liabilities:**

Accounts Payable \_\_\_\_\_  
Notes Payable - Floor Plan \_\_\_\_\_  
Other Short-Term Notes \_\_\_\_\_  
Other Current Liabilities \_\_\_\_\_

**Total Current Liabilities:** \_\_\_\_\_

**Long-Term Liabilities:**

Mortgages Payable \_\_\_\_\_  
Other Long-Term Notes \_\_\_\_\_

**Total Long-Term Liabilities:** \_\_\_\_\_

**TOTAL LIABILITES:** \_\_\_\_\_

**NET WORTH / OWNERS EQUITY:**

Capital Stock \_\_\_\_\_  
Additional Paid in Capital \_\_\_\_\_  
Retained Earnings \_\_\_\_\_  
Other (Explain) \_\_\_\_\_

**TOTAL NET WORTH / OWNERS EQUITY:** \_\_\_\_\_

**TOTAL LIABILITES AND NET WORTH:** \_\_\_\_\_

**I CERTIFY THAT THIS FINANCIAL INFORMATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.**

Signature \_\_\_\_\_ Printed Name \_\_\_\_\_ Title \_\_\_\_\_  
Corporate Officer

