

OKLAHOMA MOTOR VEHICLE COMMISSION  
**INITIAL APPLICATION PACKET FOR NEW POWERSPORTS DEALERS**

**“POWERSPORTS” is defined as Motorcycles, Scooters, ATVs and UTVs**

**THIS PACKET IS FOR:** First time licensing of a new powersports dealership or purchase of an existing new powersports dealership. *(This is NOT for dealers who sell only used powersports)*

Dealers must become licensed before they can legally sell or advertise new powersports. Sanctions such as fines or denial of license may be imposed for non-compliance.

**VERY IMPORTANT!** The Manufacturer/Distributor(s) of the vehicles for which you plan to sell, must also be licensed by this Commission. Please check with us to make sure they are properly licensed.

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

- \_\_\_ 1. **DEALER APPLICATION FORM:** Form must be complete, signed and notarized. IF WE CAN'T READ IT, WE WILL RETURN IT. TYPE OR PRINT LEGIBLY. Answer all questions.
- \_\_\_ 2. **BALANCE SHEET:** Submit a **Company Balance Sheet or Pro Forma Balance Sheet**. Do not submit personal financial information. The Balance Sheet must be signed and certified by an officer of the company, and current within the last 60 days. A blank form is included in this packet for your convenience or you may submit your own, but make sure it is signed and certified that it is accurate.
- \_\_\_ 3. **BUSINESS HISTORY:** Provide a brief history of the business and of each Owner who will be active in the daily operations. Include any previous dealership ownership and/or motor vehicle related employment.
- \_\_\_ 4. **MANUFACTURER/DISTRIBUTOR(S):** Provide list of names, addresses, phone numbers and contact persons for each manufacturer and/or distributor for whom you wish to sell.
- \_\_\_ 5. **PHOTOS:** Six photos are required: 1) Front of the building; 2) Indoor Offices; 3) Parts area; 4) Service area; 5) Showroom; and 6) Outdoor sign or banner identifying the name of the powersports dealership. NO PICTURES (except for #6) are required if dealership was previously a powersport dealership.
- \_\_\_ 6. **DEALER AGREEMENT(S):** Sales & Service Agreement(s) signed by the dealer and factory are required for licenses. *However, this Application may be submitted and considered by the Board without these document(s).* The Board can choose to approve the application “contingent upon” receipt of the Dealer Agreement(s). Keep in mind the actual powersport dealer license(s) will not be issued until the signed Dealer Agreement(s) are received.
- \_\_\_ 7. **FEES:** \$300 per each powersport manufacturer or distributor. Check or Money Order only. No cash or credit cards. License Fees are non-refundable unless application is denied.
- \_\_\_ 8. **FACILITY INSPECTION:** An inspection of the property may be performed at the discretion of the OMVC. Enclosed is a guideline of the building requirements.
- \_\_\_ 9. **SALESPERSONS:** *After your powersport licenses have been issued,* you must immediately register all salespeople, sales managers, and finance personnel.
- \_\_\_ 10. **GRATIS SALESPERSON:** One FREE Salesperson Registration Card is issued to only the Owner or General Manager of the dealership. Complete and submit the Gratis application form with this Dealer Application.
- \_\_\_ 11. **DEADLINE:** Applications are only considered by the Board at the monthly Commission Meeting on the second Tuesday of each month. The **deadline** to submit an application packet is the Monday eight days prior to the meeting. NO EXCEPTIONS!

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



14. Dealers must be licensed for each **Powersports Manufacturer**. Type Code is PS = Powersports

Manufacturer/Distributor	Type Code	Fee	Manufacturer/Distributor	Type Code	Fee
	PS	\$300		PS	\$300
	PS	\$300		PS	\$300

15. Describe the extent of your trade area assigned by EACH Manufacturer(s) or Distributor(s):

\_\_\_\_\_  
\_\_\_\_\_

16. Does your facility meet the building requirements as outlined in the attached list?  Yes  No

If not, explain why: \_\_\_\_\_

Facilities are owned \_\_\_\_\_ or leased \_\_\_\_\_. If leased, give term: \_\_\_\_\_ years

Has the facility been a motor vehicle dealership in the past?  Yes  No

Floor space devoted to: Service \_\_\_\_\_ sq. ft. Parts \_\_\_\_\_ sq. ft. Showroom \_\_\_\_\_ sq. ft.

Office \_\_\_\_\_ sq. ft. Total Square Footage \_\_\_\_\_

17. What is your investment in parts? \_\_\_\_\_ 18. Number of mechanical technicians: \_\_\_\_\_

19. I acknowledge, by my initials herein, that it is our responsibility to provide service and parts for the new vehicles which we sell, and we shall do so, in accordance with Oklahoma Law and the manufacturer's warranty.  

**Owner/Manager Initials here**

I hereby certify that the statements in or attached to this Application are true and correct to the best of my knowledge and that the members of this organization are familiar with the provisions of the law under which this Application is made; and that I, as Dealer or Executive Manager, have authority to make statements contained herein.

**Signed** \_\_\_\_\_  
Signature of Dealer or Executive Manager Only

\_\_\_\_\_ **Print Name**

\_\_\_\_\_ **Title**

\_\_\_\_\_ **Date**

**Notary:** Subscribed and sworn to (or affirmed) before me this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_.

\_\_\_\_\_  
Notary Public **My Commission Expires:** \_\_\_\_\_

**Commission Number:** \_\_\_\_\_ **(SEAL)**

**FEE: \$300.00 per Powersports Manufacturer Represented\***

**\*Not refundable unless application is denied or withdrawn prior to consideration at monthly Commission Meeting\***

**Make check payable and submit to: Oklahoma Motor Vehicle Commission  
4334 N.W. Expressway, Suite 183  
Oklahoma City, OK 73116  
(405) 607-8227**

**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 PLUS NET WORTH:** \_\_\_\_\_

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

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

## **BUILDING REQUIREMENTS CHECKLIST FOR POWERSPORTS DEALER**

The following is a list of the building requirements for a New Powersports Dealership in Oklahoma:

1. **Building**                      Established place of business must be a permanently enclosed building or structure, not a residence or temporary structure. The place of business must be easily accessible to the public.
2. **Sign**                              The business must have a sign visible from the outside which identifies the Powersports dealership.
3. **Offices & Public Areas**      Adequate office and public areas to conduct sales transactions and bookkeeping functions. There must also be restroom facilities available for the public.
4. **Showroom**                      The building must contain an indoor showroom, separate from the service area, for the display of new Powersports.
5. **Service & Parts**                This area must be separated from the public areas, equipped with tools, equipment, and replacement parts necessary for reasonably expected warranty and service needs.
6. **Parking**                         Must have paved or gravel area for customer parking.

**PLEASE NOTE:**      These requirements are only those of the Oklahoma Motor Vehicle Commission for a dealer licensee to sell new powersports, and in no way is an approval for any of the City, County, State or Federal requirements.

If you have any questions or need clarification, please contact Marilyn Maxwell, ext 101.

**OKLAHOMA MOTOR VEHICLE COMMISSION**  
**4334 N.W. Expressway, Suite 183**  
**Oklahoma City, OK 73116**  
**(405) 607-8227**

**SALESPERSON ROSTER SHEET**

Name of Dealership \_\_\_\_\_ City \_\_\_\_\_

Licensing Contact Person \_\_\_\_\_ Phone # \_\_\_\_\_

**INSTRUCTIONS:**

**TYPE OR PRINT LEGIBLY!!!**

- Below list every **Salesperson, Sales Manager, and Finance Personnel** who are involved in the sales process. *Or you can attach a computer print-out making sure it lists name of dealership, city, and contact person information.*
- **Dealer Key Personnel** (such as mechanics or office employees) who drive new vehicles on new Dealer Tags without possessing a Salesperson Registration can be issued a citation from law enforcement if pulled over. The OMVC does not require these people to be licensed, but we do accommodate dealers by issuing Salesperson Registrations to these individuals to prevent citations. List Dealer Key Personnel below if so desired.
- A Salesperson Registration form must be submitted for each name listed below.
- **If someone is on vacation or unable to complete application right now, PLEASE DO NOT PRE-PAY for their license and DO NOT LIST them down below. Wait until they return to work to submit application and fee.**

SALESPERSON NAME	Last 4 digits Of SS#	SALESPERSON NAME	Last 4 digits Of SS#
1. _____		16. _____	
2. _____		17. _____	
3. _____		18. _____	
4. _____		19. _____	
5. _____		20. _____	
6. _____		21. _____	
7. _____		22. _____	
8. _____		23. _____	
9. _____		24. _____	
10. _____		25. _____	
11. _____		26. _____	
12. _____		27. _____	
13. _____		28. _____	
14. _____		29. _____	
15. _____		30. _____	

OKLAHOMA MOTOR VEHICLE COMMISSION

**APPLICATION FOR NEW POWERSPORT  
GRATIS  
REGISTRATION APPLICATION**

(Not a regular Salesperson Registration Application)

**PLEASE PRINT CLEARLY**

1. **FULL NAME:** \_\_\_\_\_  
(First Middle Initial Last)

2. **ADDRESS:** \_\_\_\_\_  
Street City State Zip

3. **SSN:**       4. **Birth Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_ 5. **HOME/CELL:** (\_\_\_\_) \_\_\_\_\_  
(LAST 4 DIGITS ONLY!)

6. **FULL DEALERSHIP NAME (DBA):** \_\_\_\_\_

7. **DEALERSHIP ADDRESS:** \_\_\_\_\_  
Street City State Zip

8. **DATE HIRED:** \_\_\_\_\_ 9. **JOB TITLE:** \_\_\_\_\_

10. **HAVE YOU EVER BEEN LICENSED OR REGISTERED BEFORE BY THIS COMMISSION?**

YES  NO If Yes, specify most recent dealership: \_\_\_\_\_

11. **HAVE YOU EVER HAD A MOTOR VEHICLE DEALER OR SALESPERSON LICENSE/  
REGISTRATION DENIED, REVOKED OR SUSPENDED IN THIS OR ANY OTHER STATE?**

YES  NO If Yes, provide details: \_\_\_\_\_

I agree to abide by the Laws and Rules of the State of Oklahoma, Motor Vehicle Commission. I certify under penalty of perjury that the answers and information contained herein are true and correct.

**Applicant Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

Oklahoma Motor Vehicle Commission  
4334 N.W. Expressway, Suite 183, Oklahoma City, OK 73116  
(405) 607-8227

**GRATIS CARD (No fee required)**

**OKLAHOMA MOTOR VEHICLE COMMISSION**  
**APPLICATION FOR NEW MOTOR VEHICLE**  
**SALESPERSON CERTIFICATE OF REGISTRATION**

**REGISTRATION REQUIRED FOR ANY PERSON INVOLVED IN THE SALE OR FINANCING OF NEW VEHICLES**  
**PLEASE PRINT CLEARLY**

**1. FULL NAME:** \_\_\_\_\_  
(First Middle Initial Last)

**2. ADDRESS:** \_\_\_\_\_  
Street City State Zip

**3. SSN:** [ ][ ][ ][ ][ ][ ] **4. Birth Date:** \_\_\_/\_\_\_/\_\_\_ **5. HOME/CELL:** (\_\_\_\_\_) \_\_\_\_\_  
(LAST 4 DIGITS ONLY!)

**6. FULL DEALERSHIP NAME (DBA):** \_\_\_\_\_

**7. DEALERSHIP ADDRESS:** \_\_\_\_\_  
Street City State Zip

**8. CHECK ONE:**  **Salesperson**  **Finance**  **Dealer Key Personnel**  **Dealer Spouse**

**9. DATE HIRED:** \_\_\_\_\_ **10. JOB TITLE:** \_\_\_\_\_

**APPLICANT ATTESTATION:** I agree to abide by the Laws and Rules of the State of Oklahoma and the Motor Vehicle Commission. I certify under penalty of perjury that the answers and information contained herein are true and correct.

\_\_\_\_\_  
**APPLICANT SIGNATURE** **DATE:** \_\_\_\_\_

**EMPLOYER'S ENDORSEMENT**

I have read the foregoing answers by the above Applicant and believe them to be true to the best of my knowledge. **This Applicant, Representing My Dealership,** is recommended as trustworthy and a person who will abide by the provisions of the laws and the rules and regulations governing the sale of new motor vehicles, and is being employed as a salesperson, selling exclusively for the undersigned employer.

\_\_\_\_\_  
**Signature of Dealer, General Manager or Corporate Officer Only** **TITLE**

\_\_\_\_\_  
**PRINT NAME** **DATE**

**Submit Registration application and \$25.00 fee to:**  
**Oklahoma Motor Vehicle Commission**  
**4334 N.W. Expressway, Suite 183,**  
**Oklahoma City, OK 73116 405-607-8227**