

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

(This is NOT for the sale of Used Motor Homes or Used RV Towables)

THIS PACKET IS FOR: RV Dealers, currently licensed by the OMVC, adding new line-makes of Motor Homes or adding new RV Towables

It is unlawful to sell or advertise or any new Motor Homes or RV Towables for which no 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. Have you checked to see if they are licensed?

CAREFULLY FOLLOW THE CHECKLIST BELOW TO MAKE A COMPLETE APPLICATION:

- ___ 1. **DEALER APPLICATION FORM:** Form must be legible, complete, signed and notarized. IF WE CAN'T READ IT, WE WILL RETURN IT. TYPE OR PRINT LEGIBLY. Answer all questions.
- ___ 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 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. **MANUFACTURER/DISTRIBUTOR(S):** Provide list of names, addresses, phone numbers and contact persons for the manufacturers and/or distributors for whose products you seek to add.
- ___ 4. **DEALER AGREEMENT(S):** *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 franchise license(s) will not be issued until the Dealer Agreement(s) are received.
- ___ 5. **FEES:** There are *two separate fee structures*; one for Motor Homes and another for Towables, as follows:
Motor Homes: \$300 per manufacturer line-make
Example: Winnebago Minnie Winnie, Tour & View are 3 separate line-makes; license fee is \$900.00
RV Towables: \$300 per manufacturer represented
Example: Dealer can sell all types and models of RV Towables manufactured by Winnebago; license fee is \$300.00. Checks or Money Orders only, no cash or credit cards. Fees are non-refundable unless application is denied.
- ___ 6. **DEADLINE:** Applications are considered by the Board on the second Tuesday of each month **ONLY**. The **deadline** to submit an application packet is the Monday *eight days prior* to the Commission Meeting. **NO EXCEPTIONS!**

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

OKLAHOMA MOTOR VEHICLE COMMISSION

**NEW MOTOR VEHICLE RV 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 _____ Name Direct Phone # E-Mail

Exec Manager _____
(if different)

Contact Person _____
(filling out this form)

7. Website Address: _____

8. Type of Ownership: Individual Partnership Corporation LLC LP

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

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

10. 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:

11. 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.

12. List below on page 2 each **Motor Home Line-Make** and each **Towable Manufacturer** being added:
 Type Code: MH – Motor Homes TW - Towables

| Motor Home Line-Make: | Class A, B, or C | Type Code | Manufacturer | Fee |
|-----------------------|------------------|-----------|--------------|-------|
| | | MH | | \$300 |
| | | MH | | \$300 |

| Towable Manufacturer | Type Code | Fee |
|----------------------|-----------|-------|
| | TW | \$300 |
| | TW | \$300 |

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

14. I acknowledge, by my initials below, that it is our responsibility to provide service and parts for the new vehicles we sell, in accordance with Oklahoma Law and the manufacturer’s warranty.

OWNER or EXECUTIVE MANAGER INITIALS REQUIRED 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 Print Name

_____ _____
 Title Date

Notary: Subscribed and sworn to (or affirmed) before me this _____ day of _____, 20 ____.

_____ My Commission Expires: _____
 Notary Public

Commission Number: _____ (SEAL)

FEE: There are *two separate fee structures*; one for Motor Homes and another for Towables
Motor Homes: \$300 per manufacturer line-make
RV Towables: \$300 per 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

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 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