

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

This form only applies to NEW street-legal 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, or you may submit your own, but make sure it is signed and certified that it is accurate.
- ___ 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 for whose products you seek to add.
- ___ 6. **DEALER AGREEMENT(S):** *Your application may be submitted without this document*, as it can 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: \$300.00 PER FRANCHISE.** The Commission issues a separate license for each franchise sold. Examples: Chrysler, Jeep & Dodge are 3 franchises = \$900.00; Honda Motorcycles & Honda Scooters are 2 franchises = \$600.00. Checks or Money Orders only, no cash or credit cards. Fees are non-refundable; unless application is denied.
- ___ 8. **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 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. Identify **all franchise makes being added** to your existing dealership, by listing the Franchise Make, Type Code, and the corresponding Manufacturer/Distributor. (Attach additional sheets if necessary):

Type Codes: AB – Automobiles MC - Motorcycle SC – Scooter HT – Heavy Truck
 RV – Motor Home SV – Specialty Vehicle BS – Bus LS – Low Speed Vehicle

Franchise Make	Type Code	Manufacturer/Distributor

13. From whom are you obtaining these franchise makes? (Check one)

From the Manufacturer or Distributor, specifically: _____

From another Dealership, specifically: _____

14. Describe the extent of your trade area assigned by the Manufacturer or Distributor:

15. I acknowledge, by my initials below, that it is our responsibility to provide service and parts for the new vehicles which 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 ____.

 Notary Public My Commission Expires: _____

Commission Number: _____ (SEAL)

Fee: \$300.00 Per Franchise - 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

AFFIDAVIT OF EXTENDED SERVICE CONTRACTS

(Only complete this form if you are acquiring the franchises from another dealer)

Name of Selling Dealership: _____

Name of Incoming Dealership: _____

SECTION I. (Selling Dealer)

Are there any third party Extended Service Contracts (non-manufacturer) sold to customers that are still in effect?

Yes ____ No ____

If Yes, complete Sections II and III and Incoming Dealer must complete Section IV.

If No, go to Section III and No action required by Incoming Dealer.

SECTION II.

The following are the third party Extended Service Contracts that will remain in effect at the time of dealership sale. Total

Number of Contracts: New _____ Used _____

Service Contract Companies: #1 #2

Name: _____

Address: _____

Tel #: _____

(If more than two companies please attach list.)

Will all contracts be honored by the Extended Service Contract Companies after the dealership is sold? Yes ____ No ____

SECTION III.

I certify that the above is a correct representation of third party Extended Service Contract activities of my dealership.

(Signature of Selling Dealer)

SECTION IV. (Incoming Dealer)

Will all third party Extended Service Contracts be honored upon acquisition of the dealership? Yes ____ No ____

(Signature of Incoming Dealer)

OKLAHOMA MOTOR VEHICLE COMMISSION
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Oklahoma City, OK 73116
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