

Dealer Checklist

Use this checklist of commonly missed items to avoid delays in the application process for your dealer license. Please be sure to read the **Instructions for Completing the Vehicle Dealer/Manufacturer Addendum** for detailed information.

- In order to get a dealer license, your business must be located at a **permanent enclosed commercial building**. Refer to Section 7 of the instructions for the additional business-location requirements, **also provided on page two of this checklist**.
- Have you submitted the correct fees? (See the enclosed **Vehicle-Related License and Fee Description Sheet**.)
- If you are applying as a Corporation or LLC, have you completed the **Corporate Information or Limited Liability Company Information** form?
- Under Section 3 of the **Vehicle Dealer/Manufacturer Addendum**, have you indicated whether you are selling new or used vehicles? If you indicated "New", have you attached the list of vehicle manufacturers your dealership represents and a **Sales and Service Agreement** for each manufacturer listed?
- Has each owner, partner, corporate officer, and member/manager of the business completed a **fingerprint card** and **Personal/Criminal History Statement** form? Have you completed the vital statistics and signed your name on your **fingerprint card**? Have you completed the **Personal/Criminal History Statement** form in full, signed your name, and answered the two certification questions "yes"?
- On the **Financial/Source of Funds Statement**, are all assets and liabilities provided and **totaled**? Is it signed and dated on the backside? Is the information current within the last 30 days? Have you included the required verification documents for all assets listed (current bank statements, copies of titles/registrations for vehicles owned, copy of current tax assessors' statement for real estate owned, etc.)? Have you included the lease agreement information for the business location as a liability?
 - If applying as a sole proprietor or partnership, each owner or partner must submit a separate form listing all of their personal assets and liabilities.
 - If applying as a Corporation, LLC, or LLP, one form must be submitted to include only the assets and liabilities of the business entity.
- Have you submitted a signed and dated copy of your **lease agreement** (valid for a minimum of 1 year) with the business address clearly shown and the use of property and term of the lease indicated, or a **copy of the tax statement** if you own the property?
- Have you signed the **bond** or are all partners' signatures provided? Does your business name and city on the application exactly match the business name and city on the bond? Please refer to Section 5 on the instructions as to who should sign the bond and how the bond name should appear. Does the bond have a commencing date? Is the Power of Attorney attached?
- Have you enclosed a copy of your certification of having successfully completed at least eight (8) hours of approved dealer education, as required by RCW 46.70.041(l)(1) and 46.70.079? (*Does not apply to franchised dealers of new cars and trucks; franchised dealers of new recreational vehicles; vehicle wholesalers; miscellaneous vehicle dealers; nationally franchised or corporate-owned rental companies; manufactured home dealers; national auction companies dealing primarily in totaled vehicles; or wholesale auction companies.*)

For more information, contact Dealer Services at (360) 664-6466.

Established place of business requirements

It is your responsibility to ensure that your business site complies with all applicable building codes, zoning, and other land-use ordinances (contact the city/county zoning department). By filing the application and signing the Master Application form you are certifying that the site is in compliance with all such land-use laws.

Before we approve your license, we need to be sure your business site complies with the established place of business requirements. **Your business site must meet these requirements at the time of our inspection:**

- The business must be located at a commercial property & building
- A permanent sign on the site must identify the name and nature of the business (such as auto sales), and must be visible from the major avenue of approach
- The business must have a telecommunications system in operation, with its telephone number listed in directory assistance
- Books, records, and files necessary to conduct the business must be kept and maintained at the business location
- Normal business hours are 10:00 a.m. to 4:00 p.m., a minimum of five days per week. These hours must be prominently posted at the main entrance door(s). You are required to be open for business during these times. Additional hours and days of operation may be added at your discretion.

A retail vehicle dealer must be open during normal business hours, must maintain an office in a commercially zoned location or in a location complying with all applicable building and land-use ordinances, and must also maintain a business telephone listing in the local directory. An exterior sign visible from the nearest street must identify the business name and the nature of the business. When two or more vehicle dealer businesses share a location, all records, office facilities, and inventory must be physically segregated and clearly identified.

A wholesale vehicle dealer must have office facilities in a commercial building within this state, and all storage facilities for inventory must be listed with the department and must meet local zoning and land-use ordinances. A wholesale vehicle dealer must maintain a telecommunications system. An exterior sign visible from the nearest street must identify the business name and the nature of the business. When two or more vehicle dealer businesses share a location, all records, office facilities, and inventory, if any, must be physically segregated and clearly identified.

After you have submitted a complete application, a dealer investigator will contact you to schedule a required inspection of your business site. For more information, contact Dealer Services at (360) 664-6466.

If you have any questions about the requirements, please contact your local Dealer Investigators office at the following locations:

Olympia	(360) 664-6475
Vancouver	(360) 260-3769
Union Gap	(509) 575-2777
Kennewick	(509) 734-7138
Spokane	(509) 482-3886
Coulee Dam	(509) 633-7031
Everett	(425) 290-3255
Mount Vernon	(360) 416-7021
West Seattle	(206) 764-4279
Greenwood	(206) 706-4260