



Motor Vehicle Division

46-0414 R10/18 azdot.gov

Mail Drop 552M
Dealer Licensing
PO Box 2100
Phoenix AZ 85001-2100

**MOTOR VEHICLE DEALER
BRANCH APPLICATION**

Main Dealer License Number

- **Must Be Completed In Full**
- **Submit \$65.00 check payable to MVD (\$50.00 license fee, \$15.00 filing fee)**

1. I hereby make application for a Branch license to engage in the business of a (check only one box) **license type must be same as main license.**

- New Motor Vehicle Dealer Branch
- Wholesale Motor Vehicle Dealer Branch
- Broker Branch
- Automotive Recycler Branch
- Used Motor Vehicle Dealer Branch
- Wholesale Motor Vehicle Auction Dealer
- Public Consignment Auction Dealer Branch

2. New Products – **For dealers selling new products**, list the **make** of products you are authorized to sell. A written notice of authorization from the manufacturer or distributor must accompany this application.

Product by Make			

3. Business Information (business type must be same as main license)

Business Type
<input type="checkbox"/> Individual <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation <input type="checkbox"/> LLC <input type="checkbox"/> LLP
Business Name (business name must be same as main license)
Doing Business As (DBA) (If DBA, must be reflected on signage)

4. Established Business Address

Street Address	City	State	Zip
Mailing Address (if different from Street Address)	City	State	Zip
Office Days and Hours <input type="checkbox"/> M ___ to ___ <input type="checkbox"/> Tu ___ to ___ <input type="checkbox"/> W ___ to ___ <input type="checkbox"/> Th ___ to ___ <input type="checkbox"/> F ___ to ___ <input type="checkbox"/> Sa ___ to ___ <input type="checkbox"/> Su ___ to ___			
Phone Number ()	Fax Number (if applicable) ()	County (must be in the same county as the main license)	
Principal Owner E-mail Address			

5. Business Contact – The person named below is the local contact person authorized to perform all functions in connection with day to day operations of this entity, including communication between the business and MVD

Local Business Contact Name (first, middle, last,)	Title
Phone Number ()	Fax Number (if applicable) ()
E-mail Address	

6. Yes No Is there an existing dealership/automotive recycler at the business address? If Yes, complete the following.

Existing Dealership/Recycler Name and Explanation

Owners must match owners on main license

7. Applicants: Use full name. Do not use initials. If no middle name, write "None".

Title: Sole Owner; Partner; Corporate Officer (President, Vice President, Secretary, etc.), Director, and Agent; and all members with 20% or more stock or ownership of the corporation/organization.

Applicant Name (first, middle, last, suffix)		Title	
Residence Address		City	State Zip
Residence Phone Number ()	Stock/Ownership Percentage (if applicable)	Date of birth	

Applicant Name		Title	
Residence Address		City	State Zip
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Note: Attach 2nd owner page if applicable

Site Information

This Portion **Must Be Completed In Full**. Please indicate N/A if not applicable.

8. Business Sign

- a. Signage is permanently affixed or erected (banner will not be accepted)
If not, date of permanent affixture prior to licensure: _____ (Attach a paid invoice for sign)
- b. Signage is legible at a minimum 300 feet during daylight. (Not applicable to Wholesale Dealer applicants)
 - b1. Sign reads business name or DBA as indicated on page one and indicates Motor Vehicle Dealer type.
- c. Sign affixed to: Building Driveway Entrance Residence Office Entrance
- Wholesale Dealer operating from residence; signage is permanently affixed at entrance and states the business name and "wholesale motor vehicle dealer". There is no size requirement

9. Established Place of Business to Be Licensed

- a. There is sufficient space designated to display two or more vehicles. (Does not apply to Wholesale Dealers)
- b. The building will be devoted principally to the dealership business (Does not apply to Wholesale Dealers if residence)
- c. The place of business is a (check if applicable):
 - Building devoted principally to the dealership
 - Suite with its own private entrance from the outside
 - Trailer that is permanently affixed
- d. Photos - Must include photos of:

Business sign

- Entire lot including space to display vehicles
- Posted Address
- Hours of operation
- Records storage
- Signage for Public Consignment Auction Dealers giving notice of:
 - NO IMPLIED WARRANTY and
 - EMISSIONS IS RESPONSIBILITY OF PURCHASER
- All four sides of building
- Photo of fenced – in/enclosed yard for Auto recyclers
- Office areas

10. Record Keeping

- a. My records will be maintained at the Established Business Street Address shown on the front.

**** New Motor Vehicle Dealer Applicants Only ****

In lieu of photos, a written notice from the manufacturer or distributor may certify that, "The appointed franchisee will comply with all site and signage requirements as prescribed by Arizona Revised Statutes Title 28, Chapter 10."

Continuation Fee

Every motor vehicle dealer, automotive recycler or wholesale motor vehicle dealer license must be continuous from the date of issuance. A continuation fee must be made on or before the continuation date of each year. If filed after the continuation date, the fee will be deemed delinquent and a penalty equal to the fee will be added and collected.

Certification

I hereby certify that my assigned motor vehicle dealer, automotive recycler or wholesale motor vehicle dealer license will not be sold, leased, rented or loaned, nor used for any purpose other than in the conduct of business by this dealership at the licensed established place of business or place of business. The business to be carried on, if license herein applied for is granted, will be conducted in compliance with the laws of the State of Arizona.

I understand that Arizona law requires a licensee to notify the Motor Vehicle Division **within 30 days** when an officer, director, partner, agent or stockholder owning 20% of the corporation is added or changed.

Your signature indicates that all of the above listed information is true and accurate. This application is a legal document and will be considered as sworn testimony in accordance with A.R.S. § 28-3479 and A.R.S. § 13-2702.

If individual, must be signed by owner. If partnership, must be signed by all partners. If corporation, must be signed by one corporate officer.

Owner, Partner, Officer Signature	Title	Date
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Partner Signature	Date
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Partner Signature	Date
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Partner Signature	Date
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Business Name

Motor Vehicle Dealer Branch Application Checklist

Did You Remember To:

- Answer all questions?
- Type or print all information on all documents?
- Make copies of the completed application packet for your records?
- Sign all documents where applicable?
- Include all forms required?
- Submit the Dealer Plate Application dealer plates are license specific, cannot co-mingle plates between licenses.

Be sure you have included all of the following with your application, if applicable.

- A copy of your Transaction Privilege Tax License with branch location
- Bond rider reflecting DBA (if applicable) and location of branch
- Trade Name Certificate (if applicable)
- Franchise Authorization letter for each new product for which franchised is required for **New** motor vehicle dealer applicants, signed by manufacturer/distributor of each product, as applicable.

MVD Use Only

Receive Application		Money Order/Amount	Checks/Amount
Received and Accepted By	Date		
Received and Accepted By	Date		
Received and Accepted By	Date		

Review and/or Process Application					
1 st Reviewed By/Date	2 nd Reviewed By/Date	3 rd Reviewed By/Date	1 st Return	2 nd Return	3 rd Return
Date Fees Posted To ARMANI (check#) (amt)			Accepted By	Date	

Prepare Invoice and License Record		
Processed By	Date	
Invoice Amount	Invoice Number	Date Invoice Sent

Process Payment and Issue License/Plates			
Processed By	Date		
Date Payment Received	Payment Amount	Check/Money Order #	Date Fees Posted To ARMANI
Date License/Plates Mailed To Dealer			

— Application Notification —

The following portions of A.R.S. § 41-1030 are provided for your reference:

- B. An agency shall not base a licensing decision in whole or in part on a licensing requirement or condition that is not specifically authorized by statute, rule or state tribal gaming compact. A general grant of authority in statute does not constitute a basis for imposing a licensing requirement or condition unless a rule is made pursuant to that general grant of authority that specifically authorized the requirement or condition.
- D. This section may be enforced in a private civil action and relief may be awarded against the state. The court may award reasonable attorney fees, damages and all fees associated with the license application to a party that prevails in action against the state for a violation of this section.
- E. A state employee may not intentionally or knowingly violate this section. A violation of this section is cause for disciplinary action or dismissal pursuant to the agency's adopted personnel policy.
- F. This section does not abrogate the immunity provided by section 12-820.01 or 12-820.02