

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

This form only applies to NEW vehicles -- not USED vehicles

THIS PACKET IS FOR: Any Dealers adding new franchise(s) to their currently licensed 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 also 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 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 Balance Sheet form is included in this packet for your convenience.
- ___ 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 with whom you will have Sales and Service Contract(s) or Franchise Agreement(s).
- ___ 6. **DEALER SALES & SERVICE AGREEMENT(S):** *Your application can be submitted without this document*, as it may be approved "contingent upon" receipt of the Agreement(s). Keep in mind the actual franchise licenses will not be issued until the Agreement(s) are received.
- ___ 7. **FEE: \$200.00 PER FRANCHISE.** The Commission issues a separate license for each franchise sold. 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 meeting. NO EXCEPTIONS!

Contact D.J. Giabbai at (405) 607-8227, ext 103, 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. **NOTE:** The mailing address above will be used for all official correspondence from the OMVC to the applicant/
licensee. Should you desire copies sent to additional persons or addresses, please provide information below:

Name: _____ Address: _____

Name: _____ Address: _____

6. Dealership Phone (_____) _____ Dealership Fax (_____) _____

7. Dealer Principal _____ Exec Manager _____

Direct Line or Ext (_____) _____ Direct Line or Ext (_____) _____

Email _____ Email _____

8. Website Address: _____

9. Will this be the Dealer's primary occupation? ____ Yes ____ No If No, explain:

10. Type of Ownership: ____ Individual ____ Partnership ____ Corporation ____ LLC

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

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

12. 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:

13. Have you or any of the principals ever been convicted of a felony? ____ Yes ____ No

If Yes, provide the date of conviction and offense _____ and attach copy of the OSBI Report for state charges in Oklahoma; a Federal Court Report for federal charges; or an out-of-state report for felony convictions outside Oklahoma. This Commission has the authority to verify, independently, the accuracy of your response.

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 AND NET WORTH: _____

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

Signature _____ Printed Name _____ Title _____
Corporate Officer

