

PAGE 1 OF APPLICATION**Section I-A**

If currently licensed by ADOT, enter the license number.

Section I-B

Indicate the Application Type by checking the one box that applies. Enter the Transaction Privilege Tax License Number and include a current copy of the License with the application.

Section I-C:

You may only select one license type. Please refer to the following license type definitions:

- **New Motor Vehicle Dealer** – A person who buys, sells, exchanges, or offers or attempts to negotiate a sale or exchange of any interest in, or who is engaged in the business of selling, new motor vehicles or used motor vehicles taken in trade on new motor vehicles or used vehicles purchased for resale.
- **Used Motor Vehicle Dealer** – A person, other than a new motor vehicle dealer, who buys, sells, auctions, exchanges or offers or attempts to negotiate a sale or exchange of any interest in, or who is engaged in the business of selling, seven or more used motor vehicles in a continuous 12 month period.

Used motor vehicle dealer does not include a wholesale motor vehicle auction dealer or public consignment auction dealer.
- **Wholesale Motor Vehicle Dealer** – A person who sells used motor vehicles only to licensed motor vehicle dealers.
- **Public Consignment Auction Dealer** – A person who at the public consignment auction dealer's established place of business or at an authorized off-premises location pursuant to the requirements of 28-4401 in the business of both of the following:
 - Conducting live auctions with a licensed auctioneer verbally calling for and accepting bids
 - Providing live auction services to the public on a consignment contract basis
- **Broker** – A person who for a fee, commission or other valuable consideration offers to provide, provides or represents that the person will provide a service of arranging or assisting in effecting the purchase of a motor vehicle and who is not a/an:
 - New motor vehicle dealer or an employee or agent of a new motor vehicle dealer
 - Used motor vehicle dealer or an employee or agent of a used motor vehicle dealer
 - Manufacturer or an employee or agent of a manufacturer
 - Auctioneer or engaged in the auto auction business
- **Wholesale Motor Vehicle Auction Dealer** – A person who is in the business of providing auction services solely in wholesale transactions to motor vehicle dealers licensed by this state or any other jurisdiction, and who neither buys, sells nor owns the motor vehicles he or she auctions in the ordinary course of business.
- **Automotive Recycler** – A person who is engaged in the business of buying or acquiring a motor vehicle solely for the purpose of dismantling, selling or otherwise disposing of the parts or accessories and who dismantles six or more vehicles in a calendar year.

Section II-A

- Indicate the Business Type (entity) for the applicant by checking the one box that applies to this application:

Individual or Partnership – Must use a business name when filing as an individual or partnership, and must register your DBA or trade name with the Arizona Secretary of State.

Corporation – Contact the Arizona State Corporation Commission. You must submit an approved copy of your articles of incorporation and any amendments with your application.

Foreign Corporation – Contact the Arizona State Corporation Commission. If your corporation has been incorporated in a state other than Arizona, the corporation must be authorized to conduct business in this state. You must submit a copy of the approved application for authority and a copy of your Articles of Incorporation from the state in which you are incorporated.

Limited Liability Company – Contact the Arizona State Corporation Commission. They will assist you in either forming under Arizona law or applying for registration to transact business in Arizona as a foreign limited liability company. You must submit an approved copy of the articles of organization (for domestic companies) or a copy of the approved registration (for foreign companies) with your application.

Limited Partnership or Foreign Limited Partnership – Must provide an approved copy of your partnership agreement.

- Enter your Business Name and DBA, if applicable.

Section II-B

- Enter the complete Street Address from which you will be conducting business and submit a copy of lease agreement or ownership documents.
- Enter the complete Mailing Address for the business if different from the Street Address of the business.
- Indicate the Office Days and Hours of Operation. Note: "by appointment only" is not acceptable.
- Enter the Business Phone Number, the Fax Number, and the County in which the business is located.
- Enter the E-mail Address of the Principal Owner; (all notifications and correspondence from MVD will be sent to this address).

Section II-C

- Verify the records will be maintained at the Established/Principal Business Address including wholesale dealers

Section II-D

- Enter the Name, Title, Phone Number, Fax Number and E-mail Address for the local Business Contact that is authorized to perform all functions in connection with day to day operations of the business making application. Must be a local person with Arizona residence (proof of residency = Arizona driver license or identification card)

PAGE 2 OF APPLICATION

Section III-A

- Enter the full Name, Title, complete Residence Address, Residence Phone Number, Stock Percentage (if applicable), and Date of Birth for all applicants. The applicants listed should match the Partnership, LLC, and Corporation, etc. copy of the documents filed with the Arizona Corporation Commission and/or Secretary of State and submitted with this application.

Section III-B

- Check the box for Yes or No as applicable to indicate whether any person listed on the application has had a similar MVD dealer license suspended, revoked or canceled in Arizona or any other state.
- If Yes, enter the Name of the applicant, the Year the suspension, revocation or cancelation occurred, the Business Name suspended, revoked or canceled, the State and Country the license suspension, revocation or cancelation occurred in, and the current status of the license that was suspended, revoked or canceled.

PAGE 3 OF APPLICATION

Section IV-A

- Applicants to be a dealer selling new products must list the make of all products they are authorized to sell and must submit a written letter of authorization from the appropriate manufacturer and/or distributor with the application (You will want to confirm the manufacturer/distributor is licensed in Arizona prior to submitting your application to be a Franchised Dealer).

Section IV-B

- Check the box for Yes or No as applicable to indicate whether there is an existing dealership/automotive recycler currently at the Established Business Address.
- If Yes, enter the business name of the dealership/automotive recycler in the space provided along with the explanation for the above circumstances.

Section IV-C

- If the applicant is considered a Foreign Corporation, LLC, etc. and not a resident of Arizona, enter the Name, Phone Number, Arizona Business Address, City and Zip for the individual or corporation upon whom service of process can be made. If not applicable, write N/A in the Name box.

Section V-A

- Check the box to certify whether the Business Sign is permanently affixed or erected. Banners are not acceptable.
- If No, indicate the date the sign will be permanently affixed in the space provided. (License will not be issued until sign is affixed)
- Check the box to indicate the Business Sign is legible from a minimum distance of 300 feet during daylight hours. Note – Business Sign must indicate that the business of a motor vehicle dealer or automotive recycler is conducted from the premises.
- Check the box for Building, Driveway Entrance, Residence or Office Entrance as applicable to indicate where the sign is erected or affixed.
- Check the box to verify your business name or DBA is reflected on your sign exactly as it is on the application.

Section V-B

- Check the box to certify there is sufficient space to display two or more vehicles at the Established Business Address.
- Check the box to certify the building at the Established Business Address will be devoted principally to the dealership business.
- Check the box for Building or Suite or Trailer or Residence as applicable to indicate the type of structure at the Established Business Address
- If Suite, check the box for Yes or No as applicable to indicate whether the suite has a private entrance from outside.
- If Trailer, check the box for Yes or No as applicable to indicate whether the trailer is permanently affixed. A trailer is considered permanently affixed if it is set up and anchored without wheels.

Section V-C

- The photos listed must be included as part of the application. All photos must be hard copies; no CD's, DVD's, photo disks, flash drives, or other storage devices will be accepted.
- Applicants for an MVD New Motor Vehicle Dealer License may include the written notice from the manufacturers and distributors as indicated on the application that they will meet all site and signage requirements per ARS Title 28, Chapter 10

PAGE 4 OF APPLICATION

Section VII

- All applicants must read the information on the Continuation Fee and Certification statement.
- If the applicant is an individual, the application must be signed by that individual; if it is a partnership, the application must be signed by all partners; if the applicant is a corporation, the application must be signed by one corporate officer that is listed on the Articles of Incorporation.