

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

This form only applies to Dealers selling new automobiles, trucks or buses

THIS PACKET IS FOR: Automobile, Truck or Bus 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, Dodge Jeep & Ram are 4 franchises = \$1200.00. 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.

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

