

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

THIS PACKET IS FOR: First-Time Licensing of a RV Dealership selling New Motor Homes and/or New RV Towables
(This is NOT for the sale of Used motor homes or Used RV towables)

Dealers must become licensed before they can legally sell or advertise new vehicles. Sanctions such as fines or denial of license may be imposed for non-compliance.

VERY IMPORTANT! The Manufacturer/Distributor(s) of the vehicles which you plan to sell must also be licensed by this Commission. Have you checked to see if they are licensed?

***** 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 or Pro Forma**. The Balance Sheet must be certified by an officer of the company, and current within the last 60 days. A blank 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. **BUSINESS HISTORY:** Provide a brief history of the business and of each Owner or Executive Manager who will be active in the daily operations. Include previous dealership ownership and/or employment.
- ___ 4. **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 be licensed to sell.
- ___ 5. **PHOTOS:** Five photos are required: 1) Front of the building; 2) Indoor Offices; 3) Parts area; 4) Service area; and 5) Outdoor sign identifying the motor vehicle dealership.
- ___ 6. **DEALER AGREEMENT(S):** *Application may be submitted and considered by the Board without these document(s).* The Board can choose to approve the application "contingent upon" receipt of the Dealer Agreement(s). Keep in mind the actual franchise license(s) will not be issued until the Dealer Agreement(s) are received.
- ___ 7. **FEES:** There are *two separate fee structures*; one for Motor Homes and another for Towables, as follows:
Motor Homes: \$300 per manufacturer line-make
Example: Winnebago Minnie Winnie, Tour & View are 3 separate line-makes; license fee is \$900.00
RV Towables: \$300 per manufacturer represented
Example: Dealer can sell all types and models of RV Towables manufactured by Winnebago; license fee is \$300.00
Checks or Money Orders only, no cash or credit cards. Fees are non-refundable unless application is denied.
- ___ 8. **FACILITY INSPECTION:** An inspection of the property may be performed at the discretion of the OMVC. Enclosed is a guideline of the building requirements.
- ___ 9. **GRATIS LICENSE:** One free Salesperson License is issued to the Owner of the dealership or the General Manager. Complete and submit the Gratis application along with the Affidavit of Citizenship.
- ___ 10. **SALESPERSONS:** *After your franchise licenses have been issued*, you must immediately license all other salespeople. Included in this packet are instructions relating to licensing of salespersons and finance personnel.
- ___ 11. **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 Marilyn Maxwell at (405) 607-8227, ext 101, for assistance.

OKLAHOMA MOTOR VEHICLE COMMISSION

**NEW RV DEALER
INITIAL APPLICATION FOR 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. Main Phone # (_____) _____ Dealership Fax (_____) _____
Name Direct Phone # E-Mail

6. Dealer Principal _____
Exec Manager _____
(if different)
Contact Person _____
(filling out this form)

7. Dealership Website Address: _____

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

9. Type of Ownership: ____ Individual ____ Partnership ____ Corporation ____ LLC ____ LP

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

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

11. Have you or any of the principals ever had a Motor Vehicle Dealer or Salesperson License **suspended, denied, or revoked** in this **or** any other state? ____ Yes ____ No If Yes, explain:

12. 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:** _____

****If yes, 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.

13. Dealers must be licensed for each **Motor Home Line-Make** to be offered for sale. Identify below each Line-Make, the Class of Motor Home, and the corresponding Manufacturer/Distributor:

Type Code: MH – Motor Home

Motor Home Line-Make	Class A, B or C	Type Code	Manufacturer/Distributor	Fee
		MH		\$300

14. Dealers must be licensed for each **Towable Manufacturer** whose products you sell.

Identify below each Towable Manufacturer:

Type Code: TW - Towable

Towable Manufacturer	Type Code	Fee
	TW	\$300

15. Describe the extent of your trade area assigned by EACH Manufacturer(s) or Distributor(s):

16. Does your facility meet the building requirements as outlined in the attached list? Yes No

If not, explain why: _____

Facilities are owned _____ or leased _____. If leased, give term: _____ years

Has the facility been a motor vehicle dealership in the past? Yes No

Floor space devoted to: Service _____ sq. ft. Parts _____ sq. ft.
Office _____ sq. ft. Total Square Footage _____

17. What is your investment in parts? _____

18. Number of mechanical technicians: _____

19. I acknowledge, by my initials herein, that it is our responsibility to provide service and parts for the new vehicles which we sell, and we shall do so, in accordance with Oklahoma Law and the manufacturer's warranty.

OWNER or EXECUTIVE MANAGER INITIALS REQUIRED HERE: _____

I hereby certify that the statements in or attached to this Application are true and correct to the best of my knowledge and that the members of this organization are familiar with the provisions of the law under which this Application is made; and that I, as Dealer or Executive Manager, have authority to make statements contained herein.

Signed _____
Signature of Dealer or Executive Manager Only _____ Print Name _____
_____ Title _____ Date _____

Notary: Subscribed and sworn to (or affirmed) before me this _____ day of _____, 20 _____.

Notary Public My Commission Expires: _____
Commission Number: _____ (SEAL)

FEES: There are *two separate fee structures*; one for Motor Homes and another for Towables
Motor Homes: \$300 per manufacturer line-make
RV Towables: \$300 per manufacturer represented

Not refundable unless application is denied or withdrawn prior to consideration at monthly Commission Meeting

Make check payable and submit to:

**Oklahoma Motor Vehicle Commission
4334 N.W. Expressway, Suite 183
Oklahoma City, OK 73116
(405) 607-8227**

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

BUILDING REQUIREMENTS CHECKLIST FOR RV DEALER

The following is a list of the building requirements for a New RV Dealership in the State of Oklahoma:

1. **Building** Established place of business must be a permanently enclosed building or structure, not a residence or temporary structure. The place of business must be easily accessible to the public.
2. **Sign** The business must have a sign visible from the outside which identifies the RV dealership.
3. **Offices & Public Areas** Adequate office and public areas to conduct sales transactions and bookkeeping functions. There must also be restroom facilities available for the public.
4. **Service & Parts** This area must be separated from the public areas, equipped with tools, equipment, and replacement parts necessary for reasonably expected warranty and service needs,
5. **Parking** Must have paved or gravel area for customers.

PLEASE NOTE: These requirements are only those of the Oklahoma Motor Vehicle Commission for a new RV dealer licensee, and in no way is an approval for any of the City, County, State or Federal requirements.

If you have any questions or need clarification, please contact Roy Dockum, ext 102 or Marilyn Maxwell, ext 101.

OKLAHOMA MOTOR VEHICLE COMMISSION
4334 N.W. Expressway, Suite 183
Oklahoma City, OK 73116
(405) 607-8227

SALESPERSON LICENSING INFORMATION

THE GRATIS LICENSE:

OMVC Law allows for one free Salesperson License (Gratis License) to be issued to the Owner or Executive Manager. Complete the attached Gratis License Application with Affidavit of Citizenship and submit with Dealer Application.

SALESPERSON LICENSES:

OMVC Statute Title 47, Section 564 states that: "It shall be unlawful for any person to serve in the capacity of a motor vehicle salesperson without first obtaining a license". STEPS TO FOLLOW:

1. **Wait until the Dealer Licenses are issued before proceeding with licensing Salespersons.**
2. Complete the attached Salesperson Roster Sheet to identify individuals required to be licensed as Salespersons.
3. Complete a Salesperson License Application for each individual who is not currently licensed by this Commission. Fee is \$25.00 per license. Please submit one check.
4. Complete a Salesperson Transfer Form for any individual, currently licensed with another dealership, who is now in your employ. Make sure the license is not expired and attach the card to the Transfer Form. The fee is \$10.00 to transfer a current license. **IF YOU DON'T HAVE THE CARD, YOU CANNOT TRANSFER IT.**
5. Make sure all applications and roster sheet are typed or printed legibly.

Familiarize yourself with the following Rules & Regulations concerning Salesperson Licenses in order to stay compliant and avoid the issuance of fines.

- (a) **License.** At the same time and contemporaneous with a new Salesperson being employed, an application for Salesperson License shall be submitted to the Commission on forms prescribed by the Commission along with the appropriate fee. A license for a Motor Vehicle Salesperson will not be issued, renewed or endorsed until the employing Dealer is licensed and has certified that the applicant for said license is in his or her employ. All Salesperson licenses will be sent to the Dealer for distribution to his or her respective applicants, and the Dealer will determine that all its personnel required to obtain license have done so.
- (b) **Identification card** - A Salesperson's license shall consist of an identification card. The card shall be carried upon his or her person when acting as a Salesperson."
- (c) **Termination of employment** - Upon termination of employment, a termination notice will be returned by the dealer to the office of the Oklahoma Motor Vehicle Commission within ten days.
- (d) **One license and employer at a time.** No Salesperson may hold more than one license at any one time or be employed by, or sell for, any Dealer other than the Dealer designated on the Salesperson's license, except as follows:
 - (1) A Salesperson may hold more than one license only in instances where the salesperson is employed by multiple dealerships which have the same majority ownership;
 - (2) The Salespersons' new or renewal license application shall reflect all dealerships which have the same majority ownership for which the Salesperson seeks a Salespersons' license;
 - (3) The identification card or cards which are issued in accordance with OAC Title 465:10-3-3(b), shall contain the names of all commonly owned dealerships for which the Salesperson is licensed; and,
 - (4) The Salesperson shall only sell for the dealerships designated on the Salespersons' identification card.
- (e) **Change of employment.** A licensed Salesperson shall, on change of employment, surrender the Salesperson's License Certificate to the new employer, who shall submit the License along with the appropriate Transfer form to the Commission, for endorsement reflecting the change of employers.

OKLAHOMA MOTOR VEHICLE COMMISSION

APPLICATION FOR GRATIS LICENSE FOR RV DEALERSHIP

(Not a regular Salesperson License Application)

TYPE OR PRINT LEGIBLY.

1. Name _____ SS# _____

2. Date of Birth _____ Home Phone # _____ Job Title _____

3. Home Address _____
Address City State Zip

4. Date Hired _____ Email Address _____

5. Dealership _____
Name Address City State Zip

6. Is this your principal occupation? ___Yes ___No If No, explain: _____

7. Have you ever been licensed by this Commission? ___ Yes ___ No If Yes, specify most recent dealership:

8. Have you ever had a Motor Vehicle Dealer or Salesperson License **denied, revoked** or **suspended** in this **or** any other state? ___ Yes ___ No If Yes, explain: _____

9. Have you ever been convicted of a felony? ___ Yes ___ No **If Yes, complete below: Where?** _____
When? _____ (circle one) **Federal** or **State Charge** **Convicted of:** _____

If Yes: Attach copy of the OSBI Report for state charges in Oklahoma or a Criminal History Background Report
The Commission has the authority to verify, independently, the accuracy of your response.
(DO NOT SUBMIT APPLICATION WITHOUT THIS DOCUMENTATION—IT WILL NOT BE PROCESSED!)

I agree to abide by the Laws and Rules of the State of Oklahoma, Motor Vehicle Commission. I certify under penalty of perjury that the answers and information contained herein are true and correct. I understand that my License may be denied, revoked or suspended for any material misstatement of fact.

Signature _____ **Date** _____
Applicant

Oklahoma Motor Vehicle Commission
4334 N.W. Expressway, Suite 183, Oklahoma City, OK 73116
(405) 607-8227

Note: The Affidavit Verifying Lawful Presence must accompany this form in order to be processed.

GRATIS LICENSE (no fee required)

AFFIDAVIT VERIFYING LAWFUL PRESENCE IN THE UNITED STATES

Required Affidavit for all Salespersons Applications: Must verify and fill out either Option 1 OR Option 2
*****DO NOT COMPLETE BOTH*****

Instructions:

All natural persons fourteen (14) years of age or older and present in the United States, applying for a license with the Oklahoma Motor Vehicle Commission are required, by the provisions of 56 O.S. Supp. 2007 § 71, to provide the Commission with verification of lawful presence in the United States by executing one of the Affidavits below before a notary public or other officer authorized to notarize affidavits under State law. The Commission's office provides notary service free of charge to applicants.

OPTION 1: Verification of US Citizenship

Affidavit of _____ being of lawful age, being first duly sworn, upon oath, under
(Print Applicant's Name)

penalty of perjury, declares as follows: **I am a United States Citizen.**

(Signature of Applicant)

NOTARY: Subscribed and sworn to or affirmed before me this _____ day of _____, 20_____.

My Commission Expires: _____
Notary

My Commission #: _____ (Seal)

(NO DOCUMENTATION REQUIRED FOR OPTION #1)

OPTION 2: Affidavit Verifying Qualified Alien Status

Affidavit of _____ being of lawful age, being first duly sworn, upon oath, under
(Print Applicant's Name)

penalty of perjury, declares as follows: **I am a qualified alien under the federal Immigration and Naturalization Act, and am lawfully present in the United States.**

(Signature of Applicant)

NOTARY: Subscribed and sworn to or affirmed before me this _____ day of _____, 20_____.

My Commission Expires: _____
Notary

My Commission #: _____ (Seal)

If Option #2 is completed, the applicant must attach a copy (front and back) of one of the following USCIS Immigration Documents verifying the qualified alien status:

Check one:

- Form I-551 (Permanent Resident Card)**
- Form I-94 (Arrival-Departure Record)**
- Form I-327 (Reentry Permit)**
- Form I-766 (Employment Authorization Card)**
- Form I-571 (Refugee Travel Document)**
- Naturalization Certificate**
- Other Document**

RV SALESPERSON ROSTER SHEET

Name of Dealership _____ **City** _____

Licensing Contact Person _____ **Phone #** _____

- List below every Salesperson , Sales Manager, and F&I Personnel who are involved in selling, including finance and insurance, for your dealership.
- A Salesperson Application Form w/ Affidavit of Citizenship must be submitted for each name listed below with the \$25.00 fee.
- Do not list an individual below if you are not submitting their license application and fee at this time.
- The Gratis License is Free, however, you must attach the Gratis License Application w/ Affidavit of Citizenship.

GRATIS LICENSE HOLDER IS: _____ **TITLE:** _____

TYPE OR PRINT LEGIBLY!!!

SALESPERSON NAME	S.S. #	SALESPERSON NAME	S.S. #
1. _____	_____	19. _____	_____
2. _____	_____	20. _____	_____
3. _____	_____	21. _____	_____
4. _____	_____	22. _____	_____
5. _____	_____	23. _____	_____
6. _____	_____	24. _____	_____
7. _____	_____	25. _____	_____
8. _____	_____	26. _____	_____
9. _____	_____	27. _____	_____
10. _____	_____	28. _____	_____
11. _____	_____	29. _____	_____
12. _____	_____	30. _____	_____
13. _____	_____	31. _____	_____
14. _____	_____	32. _____	_____
15. _____	_____	33. _____	_____
16. _____	_____	34. _____	_____
17. _____	_____	35. _____	_____
18. _____	_____	36. _____	_____

APPLICATION FOR NEW MOTOR VEHICLE SALESPERSON LICENSE

*****INCOMPLETE OR ILLEGIBLE FORMS WILL BE RETURNED*****

1. **CHECK ONE:** Salesperson () Dealer's Spouse () Dealer Key Personnel ()

2. Name _____ Birth Date _____ SS# _____

3. Address _____
Address City State Zip

4. Home/Cell #(_____) _____ 5. Job Title _____ 6. Date Hired _____

7. Dealership _____
Name Address City State Zip

8. Is this your principal occupation? ___ Yes ___ No If No, explain: _____

9. Have you ever been licensed by this Commission? ___ Yes ___ No If Yes, specify most recent dealership:

10. Have you ever had a Dealership or Salesperson License **denied, revoked** or **suspended** in this or any other state?
___ Yes ___ No If Yes, explain: _____

11. Have you ever been convicted of a felony? ___ Yes ___ No If Yes, complete the following: **Where?** _____

When? _____ (circle one) **Federal** or **State Charge** **Convicted of:** _____

- 1. Attach copy of the OSBI Report for state charges in Oklahoma or a Criminal History Background Report
- 2. Dealer must acknowledge past history by signing the Report.
- 3. The Commission has the authority to verify, independently, the accuracy of your response.

(DO NOT SUBMIT APPLICATION WITHOUT THIS DOCUMENTATION—IT WILL NOT BE PROCESSED!)

I agree to abide by the Laws and Rules of the State of Oklahoma, Motor Vehicle Commission. I certify under penalty of perjury that the answers and information contained herein are true and correct. I understand that my License may be denied, revoked or suspended for any material misstatement of fact.

Signature _____ Date _____
Applicant

EMPLOYER'S ENDORSEMENT

I have read the foregoing answers by the above Applicant and believe them to be true to the best of my knowledge. **This Applicant, Representing My Dealership,** is recommended as trustworthy and a person who will abide by the provisions of the laws and the rules and regulations governing the sale of new motor vehicles, and is being employed as a salesperson, selling exclusively for the undersigned employer.

Signature _____
Signature of Dealer or Gen Mgr or Officer Title Date

Type or Print Name Dealership Name & City

Oklahoma Motor Vehicle Commission
4334 N.W. Expressway, Suite 183, Oklahoma City, OK 73116, 405-607-8227

***Fee of \$25.00 and Affidavit Verifying Lawful Presence must accompany this form in order to be processed.**

AFFIDAVIT VERIFYING LAWFUL PRESENCE IN THE UNITED STATES

Required Affidavit for all Salespersons Applications: Must verify and fill out either Option 1 OR Option 2

*****DO NOT COMPLETE BOTH*****

Instructions:

All natural persons fourteen (14) years of age or older and present in the United States, applying for a license with the Oklahoma Motor Vehicle Commission are required, by the provisions of 56 O.S. Supp. 2007 § 71, to provide the Commission with verification of lawful presence in the United States by executing one of the Affidavits below before a notary public or other officer authorized to notarize affidavits under State law. The Commission's office provides notary service free of charge to applicants.

OPTION 1: Verification of US Citizenship

Affidavit of _____ being of lawful age, being first duly sworn, upon oath, under
(Print Applicant's Name)

penalty of perjury, declares as follows: **I am a United States Citizen.**

(Signature of Applicant)

NOTARY: Subscribed and sworn to or affirmed before me this _____ day of _____, 20_____.

My Commission Expires: _____
Notary

My Commission #: _____ (Seal)

(NO DOCUMENTATION REQUIRED FOR OPTION #1)

OPTION 2: Affidavit Verifying Qualified Alien Status

Affidavit of _____ being of lawful age, being first duly sworn, upon oath, under
(Print Applicant's Name)

penalty of perjury, declares as follows: **I am a qualified alien under the federal Immigration and Naturalization Act, and am lawfully present in the United States.**

(Signature of Applicant)

NOTARY: Subscribed and sworn to or affirmed before me this _____ day of _____, 20_____.

My Commission Expires: _____
Notary

My Commission #: _____ (Seal)

If Option #2 is completed, the applicant must attach a copy (front and back) of one of the following USCIS Immigration Documents verifying the qualified alien status:

Check one:

- Form I-551 (Permanent Resident Card)**
- Form I-94 (Arrival-Departure Record)**
- Form I-327 (Reentry Permit)**
- Form I-766 (Employment Authorization Card)**
- Form I-571 (Refugee Travel Document)**
- Naturalization Certificate**
- Other Document**