

Dealer Inspection – Checklist for Motor Vehicle Broker

Dealer Checklist – Dealer Number: _____

The following requirements have been discussed with me and I understand these requirements:

Note: This copy will be maintained in your dealer file by an inspector assigned to your region

Initial:

_____ Have a copy of [Dealer Guide](#) and [Motor Vehicle Transfer Guide](#) or know how to obtain them.

_____ Location Requirements

- Office Space within a commercial building properly zoned with separate address and entrance (Suite number needed if in an office building, etc.).
- Lockable door with floor to ceiling walls.
- Business and Inspection Hours must be maintained.
- Sign must be posted and readily viewable identifying the broker by name and listing the broker's hours.
- Personnel/answering service/voicemail setup indicating dealer name.

_____ Record Keeping Requirements

- Records are and will be available for inspection during business/inspection hours.
- Records are and will be kept for a minimum of three years at main dealership location.

For each vehicle sale or lease brokered, the following must be included in each deal jacket:

- Copy of written disclosure given to buyers notifying of fee received from the dealer with whom the broker does business in each deal jacket.
- Copy of receipt of down payment (not to exceed \$500) if received from purchaser.
- Copy of Purchase Agreement drafted by the broker.

_____ Transfer/Tax Collection

- Transfer and tax collection is not to be done by a broker, only document prep is allowed. Originating dealer is responsible for actual sale and delivery.

_____ Dealer Licensing Unit must be **immediately** notified by email to dvs.dealerquestion@state.mn.us in the event of **any changes** to the items listed below:

- Type of ownership (individual, partnership, corporation).
- Dealership name, or adding an assumed name ("DBA" or Doing Business As names).
- Liability insurance, bond company, or insurance policy number.
- Change of owners or officers.
- Change of location or adding additional locations.
- Change in phone number.
- Change of hours.
- Temporary closings (due to vacation, illness, etc.).
- Lost or stolen dealer plates, stickers, 21/31 day temporaries.
- Permanently closing business, Dealership Close-Out required.

_____ Data Access Agreements/How to get set up as a Data Use Representative

If not already done, I will fill out a [Records Access Agreement](#) and submit forms to data service immediately. This is required in order to mark vehicles "Held for Resale" and "Sold Out of State" in the MNDRIIVE system. All sales of motor vehicles must be processed utilizing VTAP in E-Services for Business.

Dealer Authorized Signature: _____ Date: _____

Inspector Signature: _____ Insp # _____ Date: _____