

Dealer Inspection – Checklist for New Dealer

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

- Commercial building w/office space (zoned, w/sewer & water), separate entrance & separate address clearly identified as separate business).
- Lockable door with floor to ceiling walls.
- Proper signage (visible from nearest road as well as posted hours).
- Separate display area (5 vehicle display lot minimum).
- Personnel/answering service/voicemail setup indicating dealer name.
- Service/Parts/Repair Facility within 10 miles of Dealership Location.

_____ 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 3 years at main dealership location.
- Franchise Agreements with manufacturers/distributors of vehicles the dealer proposes to sell, broker, wholesale or auction.
- Inventory files and Sold files are and will be kept separately.
- Inventory files are complete with copies of Purchase Agreements/Dealer Invoices, properly assigned MSO/MCO (if new vehicle)/titles (if used vehicle).
- Sales files/jackets are complete with copies of Inventory files stated above, & signed/dated Sales Agreements & (Deputy Pd Stamp) Proof of Transfers.
- Minnesota Title vehicles are and will be put into "Held for Resale" either electronically or at a Deputy Registrar within 48 hours.
- If vehicles are sold to individuals from another state, these are/will be marked "Sold out of state" electronically or at a Deputy Registrar within 48 hours.

_____ Transfer/Tax Collection

- Proof of Transfer is made within 10 days or Dealer Conditional is filed – see Dealer Guide for instructions.
- Taxes collected on all sales to Minnesota residents. Out of state buyers are given copy of sales agreement and assigned title to register vehicle in their state.

Fees and taxes are and will be itemized on sales/purchase contracts

_____ Dealer Plate Use

- I understand the correct usage of Dealer Demo Plates
- I understand the correct usage of Dealer In-Transit Plates

_____ 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: _____