



APPLICATION TO DEAL IN MOTOR VEHICLES

Indicate Type of License:

- New Motor Vehicle
- Leasing Motor Vehicle
- Used Motor Vehicle

PLEASE PRINT LEGIBLY IN BLACK INK OR TYPE THE FOLLOWING INFORMATION:

BUSINESS NAME				BUSINESS TELEPHONE #
DBA OR FICTITIOUS TRADE NAME (if applicable)				ALTERNATIVE TELEPHONE #
BUSINESS STREET ADDRESS				FAX #
CITY	STATE	ZIP CODE	COUNTY	EMAIL ADDRESS

1. If other than new or used cars or trucks, please indicate the type of vehicles that will be the dealership's primary business: (Check only one)

- Motorcycles
- All Purpose Vehicles
- Recreational Vehicles
- Off-Highway Motorcycles
- Trailers
- Remanufactured Vehicles

2. If applying for a license where your primary business will be selling Motorcycles, APV's and/or Off-Highway Motorcycles, what size dealer license plate would you prefer? (Check only one)

- Regular Size License Plate
- Motorcycle Size License Plate

3. Applicants for new motor vehicle dealers license only: INDICATE EACH NEW MAKE TO BE SOLD
(Statements of Contract, BMV 4319, must be submitted for the makes listed below.)

--	--	--	--	--	--

4. Indicate style of business:

- Proprietorship
- Partnership
- Corporation
- Business Trust
- Limited Liability

5A. Vendor's Number

5B. Federal Tax I.D. or EIN Number

--	--

6. Make check payable to "Ohio Treasurer Josh Mandel". Fees are as follows: (DO NOT SEND CASH)

Permit (Required)	1	@ \$ 50.00	=	\$ 50.00
Master Plate (Dealer Required, Leasing optional, Brokers not eligible)	1	@ \$ 50.25	=	+ \$
Title Defect Recision Fund (Required)	1	@ \$150.00		+ \$ 150.00
Postage (Required if plates are requested) See note below	1	@ \$ 4.50	=	+ \$
Additional Plates (optional)		@ \$ 10.25 each =		+ \$
NOTE: DO NOT pay more than the one time postage fee of \$4.50				TOTAL FEES DUE = \$ 200.00

FEES ARE NON-REFUNDABLE

We are required to collect a \$150.00 initial application fee on behalf of the Title Defect Rescission Fund; this fee will be refundable if you do not meet the requirements to become a licensed motor vehicle dealer. For information or questions on the Title Defect Rescission Fund contact the Ohio Attorney General's Office at www.OhioAttorneyGeneral.gov or 800-262-0515.

7. Check the appropriate box and complete the name, residence address and Social Security Number in 7B: If making application as an LLC, Trust or Partnership, list each member, trustee, director or partner in 7B. **Exception:** If a member, trustee or partner is a corporation, please list the corporation's name, federal tax ID number and address in 7A and then list officers of the corporation in 7B.

PART 7A

- Member-** Use only if member is a corporation **Trustee-** Use only if a trustee is a corporation **Partner-** Use only if a partner is a corporation

CORPORATE BUSINESS NAME			FEDERAL TAX ID # (EIN)
ADDRESS	CITY	STATE	ZIP CODE

PART 7B

<input type="checkbox"/> Sole Proprietor
<input type="checkbox"/> Partner
<input type="checkbox"/> President
<input type="checkbox"/> Trustee
<input type="checkbox"/> Director
<input type="checkbox"/> Member, (owning 10% or more)

LAST NAME	FIRST NAME	MI
HOME ADDRESS		SSN
CITY	STATE	ZIP CODE

<input type="checkbox"/> Partner
<input type="checkbox"/> Vice President
<input type="checkbox"/> Trustee
<input type="checkbox"/> Director
<input type="checkbox"/> Member, (owning 10% or more)

LAST NAME	FIRST NAME	MI
HOME ADDRESS		SSN
CITY	STATE	ZIP CODE

<input type="checkbox"/> Partner
<input type="checkbox"/> Secretary
<input type="checkbox"/> Trustee
<input type="checkbox"/> Director
<input type="checkbox"/> Member, (owning 10% or more)

LAST NAME	FIRST NAME	MI
HOME ADDRESS		SSN
CITY	STATE	ZIP CODE

<input type="checkbox"/> Partner
<input type="checkbox"/> Treasurer
<input type="checkbox"/> Trustee
<input type="checkbox"/> Director
<input type="checkbox"/> Member, (owning 10% or more)

LAST NAME	FIRST NAME	MI
HOME ADDRESS		SSN
CITY	STATE	ZIP CODE

Ohio residents who are owners, all partners, president, all members, owning 10% or more, and all trustees **MUST** be electronically fingerprinted and must request the results to be sent electronically to **direct copy "BMV Dealer Licensing"** at the web check locations in order for them to be forwarded to the BMV dealer licensing section.

For a complete list of electronic fingerprinting locations in Ohio visit www.OhioAttorneyGeneral.gov, for background check locations in Ohio.

NOTE: Only Out-of-State applicants may submit a fingerprint card, exemption form and processing fee in lieu of having their prints electronically scanned. Please contact the Dealer Licensing Section at **(614) 752-7636** to obtain a fingerprint card and an exemption form.

ANSWER EACH OF THE FOLLOWING QUESTIONS TRUTHFULLY TO THE BEST OF YOUR KNOWLEDGE

8. Yes No I, as the applicant, affirm that the business listed on this application has a net worth of at least \$75,000, and will maintain during the entire period for which the license is held? (Net Worth = Assets minus Liabilities)

9. Has the applicant, or any of the applicant's owners, partners, officers, members, directors or trustees:

A. Yes No Previously applied for a motor vehicle dealer's license, leasing license, distributor's license, auction owner's license, motor vehicle salvage dealership, motor vehicle auction, motor vehicle salvage pool or salesperson's license? (If yes, please list below)

BUSINESS NAME APPLIED IN	DATE	TYPE OF LICENSE	PERMIT NUMBER – IF ISSUED
BUSINESS NAME APPLIED IN	DATE	TYPE OF LICENSE	PERMIT NUMBER – IF ISSUED

B. Yes No Ever been refused such a license, had it suspended or revoked?

10. Yes No Are you an owner, partner, corporate officer, member, trustee or director in any other new or used dealership, motor vehicle leasing dealership, motor vehicle distributor, motor vehicle auction, motor vehicle salvage dealership, motor vehicle salvage auction, or motor vehicle salvage pool company?

11. Has the applicant or any of the applicant's partners, officers, members, trustees or directors:

A. Yes No Ever been convicted of a felony?

B. Yes No Ever been convicted of an offense that was related to the selling of, or dealing in, motor vehicles?

If answered "yes" to either question A or B above, please provide the following information:

- (1) The court's journal entry showing the final disposition of your conviction,
- (2) The charge you were convicted of.
- (3) Please attach a short summary of the charge you were convicted of.

C. Yes No Ever had a civil judgment rendered against you/him/her that related to tampering with an odometer, rolling back an odometer, or failing to provide true and accurate odometer disclosure statements?

D. Yes No Ever had a civil judgment rendered against you/him/her that resulted from the transaction of business as a motor vehicle dealer, which remains unsatisfied today?

If answered "yes" to either question C or D above, please provide the following information:

- (1) The court's journal entry showing the final disposition of the judgment,
- (2) The court of jurisdiction that decided the civil judgment,
- (3) That court's case number,
- (4) The date the civil judgment was issued.

Reasons the Bureau of Motor Vehicles may DENY this application.

- 1. A felony conviction that has occurred within ten years from the date the application is submitted, and is not related to the selling, taxing, licensing, or regulation of sales of motor vehicles.
- 2. Any misdemeanor or felony conviction (regardless of the conviction date) related to dealing in motor vehicles.

Any arrest that shows up on the criminal background check that cannot clearly be identified as a non felony or not related to dealing in motor vehicles will require journal entries showing final disposition. **Failure to submit this information will result in a delay in the processing of the application.**

12. Yes No **Are you or do you intend on sharing the proposed business location with another licensed motor vehicle dealer?**

If yes, indicate the business name and, if available, the permit number of the other dealer. A certificate of compliance form (BMV4347) must be submitted with this application.

BUSINESS NAME	PERMIT #
---------------	----------

13. Yes No **Will any business other than a licensed motor vehicle dealer be operated from this proposed dealership location?**

This includes a business operating from the building your office is housed in, any other building on the dealership's lot, or from the lot itself. If yes, what type of business is sharing the location, what is its business name and what is its relationship to this proposed motor vehicle dealership? Please provide those answers on a separate sheet and submit with the application.

14. Yes No **Was the proposed business location previously occupied by another licensed motor vehicle dealer?** If yes, give the business name, if available.

BUSINESS NAME

**** QUESTIONS FOR LEASING MOTOR VEHICLE DEALER APPLICANTS ONLY ****

15. Yes No **Is the establishment for which this application is made used exclusively for the purpose of leasing motor vehicles to the general public for personal, family or household use?**

If no, give a complete detailed explanation of the type of business you are engaging in on a separate sheet and submit with the application.

16. Yes No **Is the applicant a; Bank Lessor, Commercial Vehicle Lessor, or a Captive Finance Lessor (i.e. Manufacturer's finance companies)?**

YOU WILL LOSE YOUR DRIVER LICENSE IF YOU DRIVE WITHOUT INSURANCE OR OTHER ACCEPTABLE FINANCIAL RESPONSIBILITY COVERAGE

- In Ohio, it is illegal to drive any motor vehicle without insurance or other financial responsibility (FR) coverage.
- It is also illegal for any motor vehicle owner to allow anyone else to drive the owner's vehicle without FR coverage.
- **PROOF OF COVERAGE IS REQUIRED:** • Whenever a police officer issues a traffic ticket • At all vehicle inspection stops • Upon traffic court appearances and • Upon random checks by the Registrar of Motor Vehicles.
- **ANY DRIVER OR OWNER WHO FAILS TO SHOW PROOF OF INSURANCE OR OTHER COVERAGE WILL:** • Lose his or her driver license until requirements are met on first offense, ONE YEAR on second offense and TWO YEARS on additional offenses • Lose his or her license plates and vehicle registration • Pay reinstatement fees of \$100.00 for first offense, \$300.00 for second offense, \$600.00 for third and subsequent offenses • Pay a \$50.00 penalty for any failure to surrender his or her driver license, license plates, or registration AND • Be required to maintain special FR coverage ("High-risk" insurance or equivalent) on file with the Bureau of Motor Vehicles (BMV) for THREE or FIVE YEARS.
- **ONCE THIS SUSPENSION IS IN EFFECT:** Any driver or owner who violates the suspension will have his or her vehicle immobilized and his or her license plates confiscated for at least 30 DAYS first offense and 60 DAYS second offense. For third or subsequent offenses, the vehicle will be forfeited and sold and the person will not be permitted to register any motor vehicle in Ohio for FIVE YEARS.
- **IF YOU ARE INVOLVED IN AN ACCIDENT WITHOUT INSURANCE OR OTHER FR COVERAGE:** In addition to all the penalties listed above, you may have • A SECURITY SUSPENSION for TWO YEARS or more and • A JUDGMENT SUSPENSION INDEFINITELY (until all damages have been satisfied).
- **THESE PENALTIES ARE IN ADDITION TO ANY FINES OR PENALTIES IMPOSED BY A COURT OF LAW.**
- **WARNING: THESE LAWS DO NOT PREVENT THE POSSIBILITY THAT YOU MAY BE INVOLVED IN AN ACCIDENT WITH A PERSON WHO HAS NO INSURANCE OR OTHER FR COVERAGE.**
- **WHEN REQUIRED, PROOF OF COVERAGE MAY BE SHOWN BY ANY OF THE FOLLOWING:** • AN INSURANCE POLICY showing automobile liability insurance of at least \$12,500 bodily injury per person, \$25,000 injury two or more persons, and \$7,500 property damage • AN INSURANCE IDENTIFICATION CARD (same coverage) • A SURETY BOND OF \$30,000 issued by any authorized surety company or insurance company • A BMV BOND SECURED BY REAL ESTATE having equity of at least \$60,000 • A BMV CERTIFICATE FOR MONEY OR GOVERNMENT BONDS in the amount of \$30,000 on deposit with the Ohio Treasurer of State • A BMV CERTIFICATE OF SELF-INSURANCE, available only to companies or persons who own at least twenty-six motor vehicles.

I affirm that the motor vehicles owned by this business will be insured or have other FR coverage, will not be operated without FR coverage and will not be used as commercial vehicles unless so registered.

I also affirm that all statements in the foregoing application and in any attached sheets are true and correct and that I, as proprietor, as a partner, an officer, member, or trustee, have authority to sign this application and to make the statements contained herein and have read and understand the Instructions and Checklist, (BMV 4323).

DATE OF APPLICATION	SIGNATURE (OWNER, PARTNER, PRESIDENT, MEMBER OR TRUSTEE) X
TITLE	PRINTED OR TYPED NAME OF SIGNER

NOTARY:

Subscribed and sworn to before me this _____ day of _____, _____ in the county of _____ State of Ohio.

(SEAL)

My commission expires _____ **X** _____

RETURN THE COMPLETED APPLICATION, PHOTOGRAPHS, OTHER SUPPORTING DOCUMENTS AND FEES TO:

Ohio Bureau of Motor Vehicles
 Attn: Dealer Licensing Section
 P.O. Box 16521
 Columbus, Ohio 43216-6521
www.OhioAutoDealers.com



OHIO DEPARTMENT OF PUBLIC SAFETY
OHIO BUREAU OF MOTOR VEHICLES

LEASING DEALER LICENSE INFORMATION AND INSTRUCTIONS

WHO NEEDS A LICENSE?

Any person engaged in the business of regularly making available, offering to make available, or arranging for another person to use a motor vehicle pursuant to a bailment, lease, or other contractual arrangement under which a charge is made for its use at a periodic rate for a term of thirty days or more, and title to the motor vehicle is in a person's name other than the user, but not a manufacturer or its affiliate leasing to its employees or to dealers, is required to obtain an Ohio leasing dealers license.

If any part of the transaction takes place in Ohio, an Ohio leasing dealer's license is required.

A subsidiary, corporation, or other business entity established for the purpose of leasing back to the parent, sister or other associated company, and the general public is not involved, does not qualify for a leasing dealer's license.

REQUEST FOR OBTAINING A LEASING MOTOR VEHICLE DEALER

- Application to Deal in Motor Vehicles** (BMV 4320): The application must be typed or legibly printed in ink. All blocks must be completed and all questions answered on the application, including the home address and social security number of the owner, all partners, corporate officers, members, and trustees. Vendor numbers can be obtained by contacting your County Auditors Office. Federal Tax ID Number or Employer Identification Number (EIN) can be obtained by contacting the Internal Revenue Service at www.irs.gov or (800) 829-4933.
- An Approved Physical Inspection of Retail Location:** An on-site inspection of the premises will be conducted by a Bureau of Motor Vehicles investigator to determine if the location meets ALL the physical requirements. Once a license is issued, the dealership is subject to random inspections, including inspection of pertinent records. See checklist on page 4.
- Photographs:** No inspection will be scheduled until photos are received. At the time of application, the applicant must provide clear photographs (via mail or email) of the location showing, 1) the lot, 2) the office (inside and outside), 3) and business name sign, including any registered trade names. No applicant shall be issued a license unless their application shall show the business for which the license is sought is equipped with a suitable sign, properly maintained and prominently displayed, and permanent, identifying the ownership of said business in the same name in which the application is filed. The business sign shall be posted in a conspicuous place where the general public has access, at or near the entrance to the building, and at or near the entrance of the office. Sign letters identifying the business shall be no less than six (6") inches high unless otherwise approved by the registrar.
- Bureau of Criminal Identification & Investigation** (BCI&I): Ohio residents who are owners, all partners, the president, all members owning 10% or more and all trustees **MUST** be electronically fingerprinted and must request the results to be sent electronically to **direct copy "BMV Dealer Licensing"** at the web check locations in order for them to be forwarded to the BMV dealer licensing section.

For a complete list of electronic fingerprinting locations in Ohio visit www.OhioAttorneyGeneral.gov, for background check locations in Ohio.

NOTE: Only Out-of-State applicants may submit a fingerprint card, exemption form and processing fee in lieu of having their prints electronically scanned. Please contact the Dealer Licensing Section at 614-752-7636 to obtain a fingerprint card and an exemption form.

NOTE: Reasons the Bureau of Motor Vehicles may DENY this application.

1. A felony conviction that has occurred within ten years from the date the application is submitted, and is not related to the selling, taxing, licensing, or regulation of sales of motor vehicles.
2. Any misdemeanor or felony conviction (regardless of the conviction date) related to dealing in motor vehicles.

Any arrest that shows up on the criminal background check that cannot clearly be identified as a non felony or not related to dealing in motor vehicles will require journal entries showing final disposition. **Failure to submit this information will result in a delay in the processing of the application.**

LIMITED LIABILITY COMPANY APPLICANTS

Electronic Fingerprints are required on each:

- Individual and/or;
- Member owning 10% or more of the business making application. If no members own 10% or more of the business making application, then the electronic fingerprint is required on each officer elected to represent those members. If a corporation is listed as a member of the limited liability, then the president of the corporation, and the individual signing the application, if applicable, must submit an electronic fingerprint;
- If a trust is listed as a member, Trustee of the trust.

Two or More Dealers Operating at the Same Location: A Certificate of Compliance, form BMV 4347, must be filed with this office when two or more dealerships are engaged in business at the same place. A copy must also be filed with the Articles of Incorporation at the Secretary of State’s Office. The form certifies that all dealers agree to be jointly, severally, and personally liable for all liabilities arising from their engaging in business at the same location. The facility shall be open and attended by at least one licensed salesperson from each of the dealerships, or by the dealer principal from each of the dealerships operating from that place. Dealerships operating from the same place should not be a method by which one of the dealerships may violate dealer law, including not being appropriately staffed or attended, or engaging in wholesale only activities.

Certified Copies (Secondary Locations): A dealer may have more than one place of business in the same county, and may make application for what the Ohio Revised Code refers to as a “certified copy” of the license for each additional place of business operated. This is referred to as a secondary location license. An Application for Certified Copy, form BMV 4335, must be submitted for each location. The application must be accompanied by photographs of the location (see photograph requirements on the first page), and appropriate fees. Additional locations must also meet all physical requirements. Secondary locations located within the same taxing district as the primary location are not eligible for the issuance of a second set of special license plates. Additional license plates may be ordered by the primary location and can be used by both locations. NOTE: An additional location in different counties is not certified copies, therefore a new dealer application form BMV 4320 is required.

If a dealer permit is lost, mutilated, or destroyed, a duplicate permit may be obtained by submitting an Application for Duplicate Permit, form BMV 4335, and the appropriate fee.

**** WORKSHEET TO CALCULATE FEES FOR A LEASING DEALER LICENSE ****

Use the following list of fees as a worksheet, before transferring the information to the application (BMV 4320). Some of the fees for license and plates are mandatory and others are optional.

Dealer license	(Required)	\$ 50.00
Master “Special” Plate	(Optional)	\$ 50.25
Title Defect Rescission Fund	(Required)	\$ 150.00
Postage (Required, if plates are requested) See note below	(Optional)	\$ 4.50
_____ Additional "special" dealer plates @ \$10.25 each	(Optional)	\$
NOTE: DO NOT pay more than the one time postage fee of \$4.50 **Out of state applicants are not eligible for plates.		TOTAL FEES DUE = \$

We are required to collect a \$150.00 initial application fee on behalf of the Title Defect Rescission fund; this fee will be refundable if you do not meet the requirements to become a licensed motor vehicle dealer. For information or questions on the Title Defect Rescission Fund contact the Ohio Attorney General’s Office at www.OhioAttorneyGeneral.gov or 800-282-0551.

Please make check payable to **“Ohio Treasurer Josh Mandel”**
FEES ARE NON-REFUNDABLE

PHYSICAL CHARACTERISTICS REQUIRED OF A LEASING MOTOR VEHICLE DEALER

A "leasing" motor vehicle dealership that leases to the public one or more vehicles that would be used for personal, family or household use must have and maintain "an easily recognizable established place of business" that meets the following minimum physical characteristics to receive or maintain a license.

No dealer shall be issued a motor vehicle dealer's license or permitted to operate under a license unless the dealer has a net worth (Net Worth = Assets minus Liabilities), verifiable upon request by the Registrar in the sum of at least \$75,000 (seventy-five thousand dollars). You may wish to contact a Certified Public Accountant for specific information.

Use the checklist () below to compare the characteristics of your established place of business and make any necessary changes.

CHECKLIST

- An office shall be separated from any residence by a permanent physical barrier and contain no less than 180 square feet of usable interior office area excluding restrooms, storage or utility space. Office shall be kept neat and orderly at all times, clearly marked and used exclusively for leasing motor vehicles. The office must include the following:
 - Desk
 - Electric lighting sufficient for an office
 - Three Chairs
 - Heating sufficient for an office
 - Filing Cabinet
 - Facsimile machine, in service to send and receive
 - Telephone, in service at all times, with the number listed in the name of the leasing dealership in a local directory and answered in the leasing dealership's name.
- The office shall not be used for storage or other utility area. The office shall be clearly identified and easily accessible and open to any person desiring to lease a vehicle for personal, family or household use.
- A sign in the exact name of the business as it appears on the application, with letters at least six inches (6") high. The business sign shall be posted in a conspicuous place where the general public has access, at or near the entrance to the building, and at or near the entrance to the office, if the two places are not the same.
- Posted business hours. The business shall be open a minimum of thirty hours per week which at least six shall occur Monday through Friday, from seven A.M. to five P.M. The business hours shall be posted in a conspicuous place where the general public has access, at or near the entrance to the building, and at or near the entrance to the office.
- The office shall be staffed during the posted hours by a sole proprietor, partner, president of the corporation, member of a limited liability company, trustee of a business trust, or a licensed salesperson.

**** PROCESSING TIME FOR YOUR DEALER LICENSE ****

It can take up to six weeks to issue a license once an application is received in our office. However, if the application is incomplete, including missing documentation; such as, photos, background check, etc. expect delays. The licensee will receive a leasing dealer wall permit, interim master special license plate and the stickers and registration cards for all license plates ordered. License plates will be manufactured and shipped via courier service to only the physical license location.

All licenses expire the last day of March biennially (every two years). Renewal applications will be mailed to the licensed business address no later than January 31.

If you have any questions or need applications visit our web site at www.OhioAutoDealers.com or call the Dealer Licensing Section at 614-752-7636.

**Dealer Licensing Section, P.O. Box 16521, Columbus, Ohio 43216-6521
www.OhioAutoDealers.com**