

## Dealer Checklist

Use this checklist of commonly missed items to avoid delays in the application process for your dealer license. Please be sure to read the [Instructions for Completing the Vehicle Dealer/Manufacturer Addendum](#) for detailed information.

To get a dealer license, your business must be located at a **permanent enclosed commercial building**. Refer to Section G of the [Instructions for Completing the Vehicle Dealer/Manufacturer Addendum](#) for the additional business location requirements, **also provided on page 2 of this checklist**.

Have you submitted the correct fees? See the [Vehicle-Related and Scrap Metal Business Fee Description Sheet](#).

Under Section C of the [Vehicle Dealer/Manufacturer Addendum](#), have you indicated whether you are selling new or used vehicles? If you indicated "New", have you attached the list of vehicle manufacturers your dealership represents and a **Sales and Service Agreement** for each manufacturer listed?

A manufacturer, distributor, and dealer must have a manufacturer/dealer agreement in place before being authorized to sell new RVs in Washington.

Has each owner, partner, corporate officer, and member/manager of the business completed the [Personal/Criminal History Statement](#) in full, signed the form, and answered the two certification questions "yes?"

On the [Financial/Source of Funds Statement](#), are all assets and liabilities provided and **totaled**? Is it signed and dated on the reverse side? Is the information current within the last 30 days? Have you included the required verification documents for all assets listed (current bank statements, copies of titles/registrations for vehicles owned, copy of current tax assessors' statement for real estate owned, etc.)? Have you included the lease agreement information for the business location as a liability?

- If applying as a sole proprietor or partnership, each owner or partner must submit a separate form listing all of their personal assets and liabilities.
- If applying as a Corporation, LLC, or LLP, one form must be submitted to include only the assets and liabilities of the business entity.
- We will request an Equifax credit report on each applicant. If you have questions regarding items on the credit report, directly contact the bank, lender, or business listed on the report, or contact Equifax at (800) 685-1111 or [www.equifax.com](http://www.equifax.com). Do not contact the Department of Licensing.

Have you submitted a signed and dated copy of your **lease agreement** with the business address clearly shown and the use of property and term of the lease indicated, or a **copy of the tax statement** if you own the property?

Have you signed the [Vehicle, Vessel, Vehicle Manufacturer, Registered Tow Truck Operator, or Wrecker Business Bond](#) or are all partners' signatures provided? Does your business name and city on the application exactly match the business name and city on the bond? Refer to Section E of the [Instructions for Completing the Vehicle Dealer/Manufacturer Addendum](#) as to who should sign the bond and how the bond name should appear. Does the bond have an effective date? Is the Power of Attorney attached?

Have you enclosed a copy of your certification of having successfully completed at least eight (8) hours of approved dealer education, as required by RCW 46.70.041(I)(1) and 46.70.079? *(Does not apply to franchised dealers of new cars and trucks; franchised dealers of new recreational vehicles; miscellaneous vehicle dealers; nationally franchised or corporate-owned rental companies; manufactured home dealers; national auction companies dealing primarily in totaled vehicles; or wholesale auction companies.)*

Listserv activation

- What is Listserv?

Listserv is a free and automated e-mail distribution service through which we distribute important information to our licensees. It is economical and ensures you get this information quickly.

## Listserv (*continued*)

- What does it mean to you as a Licensee?
  - You will receive critical information from us in a timely manner.
  - You will ensure the integrity of your license by keeping up-to-date on changes to statutes, changes in the Department, and other new information for licensees. Listserv is the primary way that Professional Licensing Support Services communicates important information to you.
- How do I sign up for Listserv?

Click on the appropriate link below and follow the directions on the page:

  - [Dealers of Vehicles, Snowmobiles, ORVs and Miscellaneous Dealers](#)
  - [Registered Tow Truck Operators, Transporters, Wreckers, Scrap Processors, and Hulk Haulers](#)

For more information, contact Professional Licensing Support Services at (360) 664-6466.

### **Established place of business requirements**

It is your responsibility to ensure that your business site complies with all applicable building codes, zoning, and other land-use ordinances (contact the city/county zoning department). By filing the application and signing the Business License Application form you are certifying that the site is in compliance with all such land-use laws.

Before we approve your license, we need to be sure your business site complies with the established place of business requirements. **Your business site must meet these requirements at the time of our inspection:**

- The business must be located at a commercial property and building.
- An exterior sign that is permanently affixed to the land or building. The sign must display the business name and nature of the business, such as auto sales, with letters clearly visible to the major avenue of traffic.
- Any doing business as name (DBA) must be submitted to us for approval, and the name must not mislead as to the true nature of your business. For example, we would not approve.
  - “Wholesale” if your dealership is primarily or substantially retail sales
  - “Discount” if your prices and policies do not provide substantial discounts
- The business must have a telecommunications system in operation, with its phone number listed in the local directory.
- Books, records, and files necessary to conduct the business must be kept and maintained at the business location.
- When two or more vehicle dealer businesses share a location, all records, office facilities, and inventory must be physically segregated and clearly identified.
- Normal business hours are 10:00 a.m. to 4:00 p.m., a minimum of five days per week. These hours must be prominently posted at the main entrance door(s). You are required to be open for business during these times. Additional hours and days of operation may be added at your discretion.

If you have any questions pertaining to the established place of business requirements, please contact the Central Intake (Centralized Investigation and Audits Unit) in Olympia at (360) 664-6475.

After you have submitted a complete application, a dealer investigator will contact you to schedule a required inspection of your business site. For more information, contact Professional Licensing Support Services at (360) 664-6466.