

NEW DEALER INFORMATION SHEET

- ☐ Full legal name of business provided
- ☐ Owners name, address and social security number provided
- ☐ All other data provided as required
- ☐ Signed and dated by owner

DEALER AGREEMENT

- ☐ Full legal name of business entered at top of page 1 matching dealer information sheet
- ☐ Current date entered at top of page 1
- ☐ Full address entered at top of page 1 matching dealer information sheet
- ☐ All pages except signature page initialed by owner
- ☐ Signature block contains full legal name of business and matches page 1 and new dealer information sheet
- ☐ Signature block contains signature of owner listed on dealer information sheet and contains printed name of owner and title
- ☐ Signature block contains full printed name of DBA, if any

CORPORATE RESOLUTION *To be completed by Corp Secretary if incorporated*

- ☐ Financial institution and corporation full legal name and address entered at top of page 1 matching dealer information sheet
- ☐ All blanks completed at top of page 1
- ☐ Name of owner and title plus signature of owner entered on line A and matches dealer information sheet
- ☐ Powers granted and number of signature boxes completed. If more than 1 signature is required, all must sign dealer agreement in same manner as owner beneath owner and all must initial each page
- ☐ Secretary and witness have signed and dated form at bottom of page 1
- ☐ Secretary has initialed page 2

DRIVER LICENSE

- ☐ Readable driver's license provided for all signers of dealer agreement
- ☐ Driver's license is current
- ☐ Signature on driver's license matches signature on dealer information sheet, dealer agreement and corporate resolution for all signers of dealer agreement

BUSINESS AND DEALER LICENSE

- ☐ Current Certificate of Good Standing provided Full legal name matches Dealer Information Sheet, Dealer Agreement, and Corporate Resolution
- ☐ Current Annual Report filed with Secretary of State provided "in good standing"
- ☐ Recorded Articles of Incorporation provided. Full legal name matches dealer information sheet, dealer agreement, corporate resolution and certificate of good standing
- ☐ Amendments to Articles, if any, provided
- ☐ Certificate of Assumed Name, if any, provided
- ☐ Current Dealer License
- ☐ Current Sales Tax Permit or Business License