



Wisconsin Department of Transportation

DEALER COMPLAINT

DIVISION OF MOTOR VEHICLES
Dealer and Agent Section
4802 Sheboygan Avenue
P.O. Box 7909
Madison, WI 53707-7909
Telephone: (608) 266-1425

Dear Wisconsin Consumer:

If you have a problem with a vehicle that you bought or leased from a Wisconsin dealer, the Dealer and Agent Section may be able to help.

We may be able to help if:

- you're having trouble getting a title.
- you're having trouble with warranty repairs.
- the dealer did not tell you about a problem your vehicle has.
- you have a question about Wisconsin's new vehicle Lemon Law.
- you think someone tampered with an odometer or misrepresented the reading.
- you think someone is an unlicensed dealer.

We may not be able to help if:

- your complaint is about a problem you repaired without giving the dealership an opportunity to repair it first.
- your complaint is about a vehicle you sold without giving the dealership an opportunity to repair it first.
- A long time has passed since you bought the vehicle.

We cannot help if:

- you bought your car from a private seller.
- your complaint is about a problem that did not exist at the time you bought or leased the vehicle.

What you should do:

1. Contact the dealership if you haven't already.

The law says, before we can help you, you must tell the dealership about the problem and give them an opportunity to resolve it. Keep a record of any contact with the dealer. Get an invoice for any repairs, or write down the date, time, and who you spoke to at the dealership.

2. Follow these tips when talking with the dealership:

- Speak to the owner or manager about your concern.
- Use a friendly, not an angry tone. Assume the problem is unusual and the dealership wants to fix it. Be reasonable, polite, and factual.
- Let the dealer know you're a loyal customer and you're complaining because you want to continue being their customer. They may not try as hard to please you if they've already lost your business.
- Tell them exactly what you want—a repair, refund, apology, etc.

3. If you don't resolve your dispute with the dealer, you may file a complaint with us.

- Complete and return the complaint form in the enclosed envelope.
- Include a *readable* copy of your purchase contract, window label and title application and other supporting documentation if you can.
- Explain your complaint in clear, concise, well-organized language supported by relevant facts and documentation.
- Give us your daytime phone number.

What happens next:

When we get your complaint, we'll call or write and tell you who is working on it. We may try to mediate a settlement between you and the dealer. In many cases, we are able to help consumers get repairs, or money back from the dealer. *However, Wisconsin law does not authorize us to **require** the dealer to give you something to resolve your complaint.*

Other help:

Non-Warranty Repair Problems: Dept. of Agriculture, Trade and Consumer Protection (800) 422-7128

Recalls and Safety Defects: National Highway Traffic Safety Hotline (800) 424-9393

Lawyer Referral and Information Service: (800) 362-9082 or (608) 257-4666

If you have questions, please call us at (608) 266-1425.

Sincerely,

Dealer and Agent Section

If we can't help you:

If we can't help you, you may want to use small claims court or hire an attorney. You can get information about small claims court from the Small Claims Court in the county where the seller is. If you need to contact the prior owner of your vehicle, you can find their name and address in a title history from the state where your car was last titled. To get a Wisconsin title history, call (608) 266-1466.

DEALER COMPLAINT

Submit To: Wisconsin Dept. of Transportation
 Dealer and Agent Section, Room - 201
 P.O. Box 7909
 Madison, WI 53707-7909
 Telephone: (608) 266-1425

Regarding motor vehicle or recreational vehicle sales practices or warranty
 MV2338 8/2011 s. 218.01 Wis. Stats.

Your Name	Name of Person or Firm Your Complaint is Against
Address	Address
City Zip Code County	City Zip Code County
Email Address	Telephone (area code)
Home Phone (area code) Hours you may be reached at home	Who was your salesperson?
Work Phone (area code) Hours you may be reached at work	Have you told this person or firm about your complaint? <input type="checkbox"/> No <input type="checkbox"/> Yes, Whom?
License Plate Number Vehicle Year Make Model	May we send a copy of your written complaint to the person or company you wish to report? <input type="checkbox"/> No <input type="checkbox"/> Yes
Vehicle Identification Number Engine Size	List any other agency, legal firm or mediation service that has been contacted
Title Number Present Odometer Reading <input style="width: 20px; height: 15px;" type="text"/>	Is a court action pending? <input type="checkbox"/> No <input type="checkbox"/> Yes, Where?

Was this vehicle
 Leased Purchased, Did you sign a purchase contract? No Yes, Date of purchase _____

Was this vehicle purchased as
 New Used Demo Executive Driven

If used, was a used vehicle disclosure label displayed?
 No Yes, Were you given a copy? No Yes

How was vehicle sold?
 As Is Manufacturer Warranty Dealer Warranty Service Contract, Coverage Duration _____ miles OR _____ years

What do you think would be a fair settlement?

Explain the entire circumstances about your complaint.

(over)

Attach readable copies or originals of any items related to your case, such as: purchase contract, disclosure label, title/registration application, finance contract, warranty documents, odometer statement or repair bills. The information you provide will be used in our mediation and enforcement efforts and may be shared with the party complained against. Under Wisconsin's Open Records Law, this complaint will be available for public review upon request.

First Contact By/Date

X _____ (Complainant) _____ (Date)

Detach this portion and send to address shown on this form

