

# **Mailing Checklist for a RETAIL MOTOR VEHICLE DEALER APPLICATION**

In order to ensure prompt processing and to avoid delays in the opening of your new business, please complete, and include, the following checklist along with your new dealer license application documents.

- 1. [MV 2186](#) Retail Motor Vehicle Dealer 2 Year License Application
- 2. [MV 2186](#) Zoning Form (2<sup>nd</sup> page)
- 3. [MV 2844](#) Entity/Owner Statement(s)
- 4. [MV 3180](#) Business Facilities Statement
- 5. [MV 2085](#) Motor Vehicle Dealer Service Agreement (if required)
- 6. [MV 2131](#) Distributor Certification of Dealer (if required)
- 7. Copy of Lease (if required)
- 8. [MV 2184](#) Salesperson License Application
- 9. [MV 2941](#) Buyer's License Application (if required)
- 10. [MV 2651](#) Salvage Buyer Identification (BID) Card Application (if required)
- 11. [MV 2511](#) Dealer Bond and POA or [MV1046](#) Dealer Irrevocable Letter of Credit (ILOC)
- 12. Correct fees for RFT – Registration Fee Trust
- 13. Correct fees for DFI – Department of Financial Institutions
- 14. Copy of Articles of Incorporation/Organization (if a Corporation or LLC)

**INCOMPLETE APPLICATIONS WILL BE RETURNED TO THE APPLICANT**

**AT THE BUSINESS ADDRESS PROVIDED ON THE LICENSE APPLICATION**