

# RECREATIONAL VEHICLE DEALER APPLICATION CHECKLIST & INSTRUCTION

## DOT Application Checklist:

- 1. [MV2187](#), Recreational Vehicle Two Year License Application (*P. 1 &2*)
- 2. [MV2844](#), Entity/Owner Statement (s)
- 3. [MV3183](#), Recreational Vehicle Business Facility Statement
- 4. [MV2535](#), Recreational Vehicle Dealer Service Agreement
- 5. [MV2184](#), Salesperson/Representative License Application (*required at least one representative*)
- 6. [MV2137](#), Recreational Vehicle Manufacturer/Importer/Distributor Certification of Dealer (*optional*)
- 7. [MV2511](#), Dealer Bond or [MV1046](#) Wisconsin Motor Vehicle Dealer- Irrevocable Letter of Credit (ILOC)
- 8. Two-Year Lease if business does not own the real estate.
- 9. Copy of Articles of Incorporation/Organization (Corporation or LLC)
- 10. DOT payment – Total fee calculated on the bottom right of the MV2187 form (*required*)

### DOT Reminder:

- Compile the required forms/documents in the sequence order listed above. No staples.
- Make sure required signatures are on all applicable forms.
- The Legal business name must be the same on each form/document.
- A DBA (doing business as, aka trade name) name can be requested on the MV2187 form, see 2<sup>nd</sup> row.
- The MV2187 form, P.2. Zoning must be signed by the municipality zoning authority, not the applicant.
- On the MV2184, all salespersons must be certified or pass the salesperson test (new salesperson).
- The lease must be valid to cover two years of licensing period.
- All dealer bonds submitted must be continuous.

### **Mailing address for all DOT required forms/documents (1-13) and DOT payment**

*Wisconsin Department of Transportation  
Dealer and Agent Section  
PO Box 7909  
Madison, WI 53707-7909  
(Make your check payable to Registration Fee Trust, RFT)*

## DFI Application Checklist: complete and mail LFS 181 form and payment directly to DFI

- Questions? Contact DFI for assistance, 608-261-7578
- 1. Print/complete/mail LFS181 form,  
<https://dfi.wi.gov/Documents/FinancialServices/LicensedFinancial/Forms/Vehicle%20Dealer/Form%20LFS181.pdf>
- 2. Mail DFI Payment – make your check payable to Department of Financial Institutions, DFI.  
**Mailing address for LFS181 form and DFI payment**  
Dept. of Financial Institutions  
Licensed Financial Services Section  
PO Box 7876  
Madison, WI 53707-7876