

DEPARTMENT OF MOTOR VEHICLES  
 Agency of Transportation

 120 State Street  
 Montpelier, Vermont 05603-0001  
 802.828.2038  
 Toll Free: 888-99-VERMONT

[dmv.vermont.gov](http://dmv.vermont.gov)
**DEALER INFORMATION**

<b>APPLICATION TYPE</b> <i>(check one box only)</i> <input type="checkbox"/> New Dealer Application <input type="checkbox"/> Name Change <input type="checkbox"/> Dealer Renewal <input type="checkbox"/> Second Location <input type="checkbox"/> Location Change <input type="checkbox"/> Other _____	<b>TERM:</b> <input type="checkbox"/> One Year <input type="checkbox"/> Two Year <b>(Registration Fee Multiplied by (2) Two)</b> <i>*Finance, Auction, Snowmobile, Motorboat and ATV not eligible for 2 year</i>	<b>TYPE OF ORGANIZATION:</b> <input type="checkbox"/> Individual <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation
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<b>DEALER TYPE</b> <i>(Check the type(s) of dealership registration applied/reapplied for)</i>			
<input type="checkbox"/> All-Terrain Vehicle (ATV)	<input type="checkbox"/> Finance Car (FCD)	<input type="checkbox"/> Motorcycle/Motor-Driven Cycle (DLM)	<input type="checkbox"/> Trailer (DLT)
<input type="checkbox"/> Auction (ACD)	<input type="checkbox"/> Highway Building Equipment (DLH)	<input type="checkbox"/> New Car (NCD)	<input type="checkbox"/> Used Car (UCD)
<input type="checkbox"/> Farm Equipment (DLF)	<input type="checkbox"/> Motorboat (MBD)	<input type="checkbox"/> Snowmobile (SMD)	

Legal Name of Dealership	Street Sign Name of Dealership		
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Physical Location	City:	State:	Zip:
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Mailing Address (if different than physical)	City	State	Zip
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Phone Number	Federal ID Number	Vermont Tax ID Number	Dealer Number
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Title	Record Keeper	Email Address
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Type of Dealer Registration	Registration Fee		Initial # of Plates Issued	Fee for Each Additional Plate	Total # of Plates Needed	Fee Sub-Total
	One Year	Two Year				
All-Terrain Vehicle	\$62.00	Not Available	1	\$6.00		
Auction	\$503.00	Not Available	3	\$55.00		
Farm Equipment	\$78.00	\$156.00	2	\$12.00		
Finance Car	\$503.00	Not Available	3	\$55.00		
Highway Building Equipment	\$123.00	\$246.00	2	\$30.00		
Motorboat	\$42.00	Not Available	1	\$12.00		
Motorcycle/Motor-Driven Cycle	\$62.00	\$124.00	3	\$10.00		
New Car*	\$503.00	\$1,006.00	3*	\$55.00		
Snowmobile	\$55.00	Not Available	1	\$6.00		
Trailer*	\$123.00	\$246.00	3*	\$10.00		
Used Car*	\$503.00	\$1,006.00	3*	\$55.00		

\*See number 2 below

<b>Total</b>	
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1. According to the volume of the dealer's sales in the prior year or, in the case of an initial registration, according to the dealer's reasonable estimate of expected sales, as follows:
 

a) Under 20 sales: 0 additional plates	f) 500-500-749 sales: up to 27 additional plates
b) 20-49 sales: 1 additional plate	g) 750-750-999 sales: up to 37 additional plates
c) 50-99 sales: up to 5 additional plates	h) 1,000-1,499 sales: up to 47 additional plates
d) 100-100-249 sales: up to 12 additional plates	i) 1,500 or more: up to 57 additional plates
e) 250-250-499 sales: up to 17 additional plates	
  
2. If the issuance of additional plates is authorized, up to five plates shall be provided free of charge, and the Commissioner shall collect appropriate fees for each additional plate thereafter.
  
3. **Bonding Information:** New and Used Car Dealers are annually required to provide a surety bond, letter of credit or certificate of deposit. Refer to the bond information below to determine the amount required and attach item obtained to this application. **Bond to be submitted after approval/training by investigator.** Use the following scale based on annual car/truck sales to determine the amount of the bond, letter of credit or certificate of deposit required to be posted before issuance of license or renewal.
 

a) New applicant \$35,000.	c) 25-100 vehicles \$25,000.	e) 251 or more \$35,000.
b) Under 25 vehicles \$20,000.	d) 101-250 vehicles \$30,000.	

**NOTE: Incomplete form, missing signatures or information and incorrect fees will result in the return of your application**

**ALL QUESTIONS MUST BE ANSWERED.** Please include proof of insurance as provided in 23 VSA § 800.

	Name	License #	Position/Title	Date of Birth
1. If a partnership/corporation, list the complete name(s) of all partners/corporate officers and their dates of birth. Use attachment if necessary. If an individual owns the business, print complete name and date of birth. Include driver license number for all listed.				
2. Are you a dealer in new or used cars?				<input type="checkbox"/> New <input type="checkbox"/> Used
3. Is your primary activity the business of buying, selling or exchanging such vehicles?				<input type="checkbox"/> Yes <input type="checkbox"/> No
4. <b>New Dealers Only;</b> Do you hold a written contract with a manufacturer/ distributor giving, selling rights on new vehicles? <b>If yes indicate with whom below:</b>				<input type="checkbox"/> Yes <input type="checkbox"/> No
Name:		Address:		
<b>Make(s) of vehicle(s) handled:</b>				
5. New and Used Car Dealers who do not own their building(s) are required to provide a copy of their lease which must be valid throughout the registration year. Do you own or lease the structure? <b>If leased attach copy of the lease*.</b> <b>*Lease must meet requirements in <a href="#">Administrative Rule 14-050-050</a></b>				<input type="checkbox"/> Lease <input type="checkbox"/> Own
6. Does your building have at least 1,200 square feet and is it used primarily for the business of the dealership? ( <b>Exemption: Snowmobile, ATV, Boats, Auction &amp; Finance Dealers</b> )				<input type="checkbox"/> Yes <input type="checkbox"/> No
7. Have you or has any other person listed in Question #1 ever been convicted of a violation of dealer's laws or regulations in this or any other jurisdiction?				<input type="checkbox"/> Yes <input type="checkbox"/> No
8. Have you or your associates as listed in Question #1 been connected in any way with a dealership, the appointment or registration of which, has been suspended, revoked or refused?				<input type="checkbox"/> Yes <input type="checkbox"/> No
9. Are you in good standing with the Department of Labor with respect to, or in full compliance with contributions to the unemployment compensation fund, 21.VSA §1378?				<input type="checkbox"/> Yes <input type="checkbox"/> No
10. Have you established a place of business/agency in any other town? If so, where:				<input type="checkbox"/> Yes <input type="checkbox"/> No
11. Are all persons in full compliance with local zoning regulations or have you obtained approval from a similar local authority to operate this dealer business at the requested location?				<input type="checkbox"/> Yes <input type="checkbox"/> No
12. As a dealer, you are required to provide and maintain your schedule of operations. In the space below, list your business hours and days during which you will be operating if your application is approved. Use attachment if necessary. <b>Note:</b> Must be open 146 days a year. Six (6) hours per day with a minimum of four (4) hours between 6 am – 6 pm.				
13. Under what name is your business registered with the Secretary of State's Office?				

**Vermont Mandatory "Good Standing" Declarations** (Pursuant to 15 V.S.A. § 795, 32 V.S.A. § 3113b and 4 V.S.A. § 1110c you are required to answer the following)

Child Support	Child Support Orders, 15 V.S.A. § 795c: As of the date of this application: <b>(you must check one)</b>
	<input type="checkbox"/> I am not subject to a child support order; OR
	<input type="checkbox"/> I am subject to a child support order and am in good standing or in full compliance with a plan to pay; OR
	<input type="checkbox"/> I am not in good standing or in full compliance with a plan to pay.
Vermont Taxes	Tax Compliance, 32 V.S.A. § 3113b: As of the date of this application: <b>(you must check one)</b>
	<input type="checkbox"/> No taxes are due and payable and all required returns have been filed; OR
	<input type="checkbox"/> I have never lived or worked in Vermont and do not owe Vermont taxes; OR
	<input type="checkbox"/> The liability for any taxes due and payable is on appeal; OR
	<input type="checkbox"/> I am in compliance with a payment plan approved by the Vermont Department of Taxes; OR
	<input type="checkbox"/> I am not in good standing with the Vermont Department of Taxes or in full compliance with a plan to pay.
Judicial Bureau	Unpaid Judgments, 4 V.S.A. § 1110b&c: As of the date of this application: <b>(you must check one)</b>
	<input type="checkbox"/> I do not have any unpaid judgments
	<input type="checkbox"/> I am in good standing with respect to any unpaid judgment issued by the judicial bureau or district court for fines or penalties for a violation or criminal offense; OR
	<input type="checkbox"/> I am not in good standing.

Dealer bonds are required to remain in effect for the dealer registration year and 1 year thereafter. I, the undersigned, declare that I am the owner herein described and hereby apply for registration. I certify that the statements on this application are true and correct to the best of my knowledge. This declaration is made under penalties of 23 VSA § 202 & 203.

Applicant Signature

Printed Name

Date

Name of Firm/Business

Inspector Signature

Print Name

Date

**DMV Official Use Only-DO NOT COMPLETE this section**

License/PID:

Check #:

Date Issued:

Rater #: