

# MANUFACTURER AND DISTRIBUTOR LICENSE APPLICATION FOR INITIAL LICENSE OR RENEWAL

FOR LICENSE YEAR ENDING \_\_\_\_\_

OFFICE USE ONLY	
P.C.T. & O. FEE	SLS FEE
AMT. OF CHECK	TOTAL FEE
OVERPAY	CHECK NO.
RETURN OVERPAY FOR APPROVAL	ASMT. FEE
CLERK'S INITIALS	

**PURPOSE:** Manufacturers, distributors and factory branches use this form to apply for, renew or change a license to do business in the Commonwealth.

Each applicant must include a sample franchise agreement if doing business with more than one dealer (see Franchise Agreement Information on page 2). If applicant does not do business with more than one dealer, he/she may choose not to submit a sample franchise agreement but must include a statement acknowledging the applicant's understanding that he/she must provide a sample franchise agreement upon doing business with more than one dealer.

Each distributor must include a copy of a distributor agreement with, or a parent letter from, the manufacturer or parent distributor authorizing the distribution of each vehicle line-make listed on the application.

APPLICATION TYPE
Authorized Changes: address change, name change, add/delete manufacturer or distributor, ownership change and relocation. <input type="checkbox"/> INITIAL APPLICATION <input type="checkbox"/> RENEWAL APPLICATION <input type="checkbox"/> CHANGE (explain)

VEHICLE/BUSINESS TYPE
<b>Vehicle Type</b> <input type="checkbox"/> CAR / TRUCK / UTILITY <input type="checkbox"/> MOTORCYCLE <input type="checkbox"/> TRAILER <input type="checkbox"/> RECREATIONAL VEHICLE
<b>Business Type</b> <input type="checkbox"/> <b>MANUFACTURER</b> - a person engaged in the business of constructing or assembling new motor vehicles and, in the case of trucks, also means a person engaged in the business of manufacturing engines, transmissions, power trains, or rear axles, when such engines, transmissions, power trains or rear axles are not warranted by the final manufacturer or assembler of the truck. <input type="checkbox"/> <b>DISTRIBUTOR</b> - a person who sells or distributes new motor vehicles pursuant to a written agreement with the manufacturer, to franchised motor vehicle dealers in the Commonwealth. <input type="checkbox"/> <b>FACTORY/DISTRIBUTOR BRANCH</b> - a branch office maintained by a person for the sale of motor vehicles to distributors or for sale of motor vehicles to motor vehicle dealers, or for directing or supervising, in whole or in part, its representatives in the Commonwealth.

BUSINESS INFORMATION						
BUSINESS NAME		TRADING AS NAME		LICENSE NUMBER		
BUSINESS STREET ADDRESS			CITY		STATE	ZIP CODE
BUSINESS MAILING ADDRESS			CITY		STATE	ZIP CODE
BUSINESS JURISDICTION		<input type="checkbox"/> COUNTY OR <input type="checkbox"/> CITY		FACTORY REPRESENTATIVE (person operating business)		
FEDERAL EMPLOYER ID NUMBER			BUSINESS PHONE NUMBER		FACTORY REP. PHONE NUMBER	
BUSINESS EMAIL ADDRESS			BUSINESS WEBSITE ADDRESS			
<b>TYPE OF OWNERSHIP</b> - check one <input type="checkbox"/> INDIVIDUAL <input type="checkbox"/> PARTNERSHIP <input type="checkbox"/> CORPORATION <input type="checkbox"/> LLC					STATE IN WHICH INCORPORATED	
GIVE THE NAME, TITLE AND RESIDENTIAL ADDRESS OF EACH OWNER, PARTNER AND/OR OFFICER OF THE BUSINESS (attach additional sheets if necessary)						
NAME		TITLE		ADDRESS		

**LINE-MAKE(S) AND FRANCHISE DEALER(S)**

LIST LINE-MAKE(S) OF VEHICLE(S) TO BE SOLD IN THE COMMONWEALTH. **DO NOT** LIST MODELS AS LINE-MAKE(S) (attach additional sheets if necessary)

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LIST APPLICANT'S FRANCHISE DEALER(S) (attach additional sheets if necessary)

FRANCHISE DEALERSHIP	DEALERSHIP LOCATION	LINE-MAKE(S)

**OWNER/PARTNER/OFFICER INFORMATION**

Read each question below and check the appropriate response.

A. Has any owner, partner or officer of the business ever:

1. Been refused a license or Certificate of Registration for conducting motor vehicle or trailer business or ever had this credential suspended or revoked? .....  YES  NO
2. Been convicted of a felony? .....  YES  NO
3. Been convicted of a fraudulent criminal act in connection with the business of selling motor vehicles or trailers; larceny of a vehicle or receipt or sale of a stolen vehicle, or odometer tampering or related violation? .....  YES  NO
4. Committed any act or omitted any duty, which has resulted in administrative action by the Motor Vehicle Dealer Board or DMV? ....  YES  NO

B. Does any owner, partner or officer of the business own, operate, or control any vehicle dealership in the Commonwealth? .....  YES  NO

If the answer to any of the above questions is **YES**, please explain on a separate attached sheet (include names, dates, court jurisdiction and result of administrative proceedings.)

**PRIVACY STATEMENT**

In accordance with Virginia Code §§ 2.2-803, 2.2-4807 and § 58.1-520 et seq., the State Comptroller requires that this information, including your social security number, be collected for debt set off collection purposes.

**CERTIFICATION**

I certify and affirm that all information presented in this form is true and correct, that any documents I have presented to DMV are genuine, and that the information included in all supporting documentation is true and accurate. I make this certification and affirmation under penalty of perjury and I understand that knowingly making a false statement or representation on this form is a criminal violation.

OWNER/PARTNER/OFFICER OF BUSINESS NAME (print)	NAME OF BUSINESS
OWNER/PARTNER/OFFICER OF BUSINESS NAME (signature)	DATE (mm/dd/yyyy)

**FRANCHISE AGREEMENT INFORMATION**

A sample franchise agreement or sale, service or sales and service agreement refers to a manufacturers or distributors standard franchise agreement provided to all dealers that do not contain particularized terms, such as specific dealer's names, dealership address, dates or signatures of the parties.

Va. Code. 46.2-1569(9) requires that a franchise agreement contain the following language or words to the same effect:

If a provision herein contravenes the laws or regulations of any state or jurisdiction wherein this agreement is to be performed, or denies access to the procedures, forums, or remedies provided to such laws or regulations, such provision shall be deemed to be modified to conform to such laws or regulations, and all the other terms and provisions shall remain in full force, or words to that effect.

The above language, or words to the same effect, may appear in the main text or as an addendum to the franchise agreement. If an addendum is selected, the form must contain signature lines for the parties.