

Instructions for completing the Vehicle Dealer/Manufacturer Addendum

to obtain an endorsement as a
Motor Vehicle Dealer, Manufactured Home/Travel Trailer Dealer, Miscellaneous Vehicle Dealer,
Off-Road Vehicle Dealer, Snowmobile Dealer, Vehicle Manufacturer and/or Vessel Dealer

Application procedure

1. Review the *Endorsement and Fee Description Sheets* for general business registrations and vehicle-related businesses.
2. Select those endorsements that apply to your business activities at this location. You may apply for all endorsements and related license plates necessary for all vehicle business activities occurring at the same location with a single application, but each different business location requires a separate application.
3. Write the names and fees for each endorsement you require in Section 2 on page one of the *Business License Application*.
4. Complete the rest of the *Business License Application* as appropriate for your business. **Note:** You may not use any business name already being used by an endorsed vehicle dealer (WAC 308-66-140).
5. Complete or read the appropriate sections of the *Vehicle Dealer/Manufacturer Addendum* (see chart below).
6. Submit the completed *Business License Application*, *Vehicle Dealer/Manufacturer Addendum*, and other documentation as described in these instructions, and fee payment to:
 State of Washington
 Business Licensing Service
 PO Box 9034
 Olympia Washington 98507-9034
 For more information, contact:
 Phone: (360) 705-6744
 FAX: (360) 705-6699
 TTY: (360) 705-6718

If you are applying for an endorsement as a:	Complete these sections on the Vehicle Dealer/Manufacturer Addendum Form						
	A	B	C	D	E	F	G
Motor Vehicle Dealer, or its Subagency	X	X	X	X	X	X	X
Manufactured Home/Travel Trailer Dealer, or its Subagency	X	X	X	X	X	X	X
Miscellaneous Vehicle Dealer, or its Subagency	X	X	X	X	X	X	X
Off-Road Vehicle Dealer	X	X				X	
Snowmobile Dealer	X	X				X	
Vehicle Manufacturer	X	X			X	X	
Vessel Dealer	X	X		X	X	X	

Instructions

Below are instructions for completing each section of the *Vehicle Dealer/Manufacturer Addendum* form.

An incomplete application will delay the processing of the endorsement request. If you have questions about completing this application, contact the State of Washington, Business Licensing Service at (360) 705-6744. For regulatory questions, contact the Dealers Division at (360) 664-6466.

Please note: The business location must comply with all site laws and pass inspection for approval. See section G for further information.

For each physical business location to be endorsed, you must submit a separate *Business License Application*, *Vehicle Dealer/Manufacturer Addendum*, and other required documentation. You must already have endorsed a principal location, or have requested a principal location endorsement on a separate application, before requesting the related subagency or branch endorsement.

Section A: Endorsements requested

Retail vehicle dealer means a vehicle dealer who may buy and sell at both wholesale and retail.

- If you will have **retail** sales of cars, trucks, and/or motor homes, and/or sell any of them **new**, you must select the **Motor Vehicle Dealer** endorsement. (A retail endorsement allows wholesale sales.) Sales of vehicles other than cars, trucks and motor homes are covered only in the various other retail endorsements.
- A **Licensed Auctioneer** needs only the Motor Vehicle Dealer endorsement to sell, at auction, all of the vehicle classes including vessels up to 25 feet in length, and is exempt from having to obtain temporary subagency endorsements. (See also section D.)
- A **Vehicle Manufacturer** need only maintain one endorsement in the state of Washington, and the place of business may be located outside of the state. However, there are other requirements for resident agents or employees. Contact Dealer Services for more information. You must attach a list of the names and endorsement numbers of all dealers in Washington which sell your product.
- If applying as a **Vessel, Snowmobile, and/or Off-Road Vehicle** dealer and you sell trailers with which those vessels or vehicles may be transported on the highway, you must also have a **Miscellaneous Vehicle Dealer** endorsement.

Section B: License plates/decals required

Indicate how many dealer license plates or vessel decals you require for each of the dealer licenses you marked in Section A. **The plates/decals allow you to operate an unlicensed vehicle or vessel in your possession for demonstration or transport purposes only.**

Per RCW 46.70.090, you are limited to three license plates for any of the four regular Motor Vehicle Dealer license types (listed in Column 1 of Section B of the addendum), unless your sales volume allows issuance of more plates. To calculate the maximum allowed, you must:

1. Estimate your sales volume for the next 12 months for one license type alone.
2. Multiply that number by 6% (.06).
3. Round any fractions **up** to the next whole number.

This is the maximum number of plates that you may request. Repeat this calculation for each endorsement type in Column 1 that applies to this location. (**Note:** No calculations are necessary for the specialty plates or vessel decals listed in Column 2.)

All dealer license plate inventory is assigned to the principal dealership business location. If you are applying for a **subagency** endorsement on this application, the number of plates you request are considered to be **in addition** to those already issued to, or requested for the principal location.

Section C: New vehicle sales

Indicate whether you will be selling any new vehicles at this location. If you sell new vehicles you must attach a list of the names, addresses and Washington State vehicle manufacturer and/or UBI number of the manufacturers your dealership represents. You must also attach a separate, current sales and service agreement from each manufacturer you list. The sales and service agreement may be in the suggested format 1 or 2:

1. If your dealership will perform the warranty service, repair and replacement, a letter from the manufacturer containing the following information will suffice:

“This will affirm that _____
Name of dealer

has in effect a service agreement with

Name of manufacturer or distributor

and that the above captioned dealer will perform, upon demand of any customer receiving a new vehicle warranty, the service, repair and replacement work required of the above captioned manufacturer or distributor by such vehicle warranty.”

The statement must be signed and dated by a representative of the manufacturer or distributor and a representative of the vehicle dealer.

2. If your dealership will arrange to have the warranty service, repair and replacement performed elsewhere, you must attach a copy of the actual franchise or sales agreement document which clearly spells out the duties of each of the parties and gives full particulars of how you will “arrange for service, repair and replacement work.”

Section D: Exemptions

If you qualify for and desire the exemptions listed in this section mark “Yes” in the appropriate areas. You must also comply with any requirements listed for the exemption. Please note that your signature on the **Business License Application** form provides certification that you qualify for and will comply with the requirements shown for the exemption you request.

Section E: Bonding

You must include a copy of a properly executed, surety bond in the amount shown for the indicated endorsements or combinations below. Each separate business location must have its own bond.

The name of the principal on the bond must reflect exactly both the business owner name (sole proprietor name, all partners names, or the corporate name) and the business firm name.

All bonds must be signed by the Attorney-in-Fact for the bonding company, and by the applicant: the individual if a sole proprietor, all partners if a general or limited liability partnership, or by an authorized corporate officer or member if a corporation or limited liability company. Incorrect bonds delay endorsement approval. Forms are provided.

Motor Vehicle Dealer bonds

Motor Vehicle Dealer , or its Subagency	\$30,000
Manufactured Home (or Park Trailer) Dealer , or its Subagency	\$30,000
Travel Trailer Dealer , or its Subagency	\$30,000
Miscellaneous Vehicle Dealer , or its Subagency	\$ 5,000

If you are applying for several of the vehicle dealer endorsements listed above for this business location, only one bond is required to cover all the business activities, but it must be for the highest amount indicated for any of the dealership types involved. Each business location having any of these endorsements must have its own bond.

Vehicle Manufacturer bonds

Manufactured Homes <i>only</i>	\$40,000
Manufactured Homes <i>and</i> Travel Trailers (including Fifth Wheel Trailers)	\$40,000
Travel Trailers (including Fifth Wheel Trailers) <i>only</i>	\$20,000

If applying as a vehicle manufacturer, you must submit a vehicle manufacturer bond only if you are manufacturing manufactured homes and/or travel trailers (including fifth wheel travel trailers). If you are only manufacturing other types of vehicles (e.g. cars or trucks), you do not need a vehicle manufacturer bond.

Vessel Dealer bonds

Vessel Dealer	\$5,000
----------------------	---------

Each endorsed vessel dealer location is required to have its own bond unless qualified for the exemption in Section D.

Section F: Supplemental documentation

Depending on which endorsements you have requested, you must submit some or all of the forms or lists shown in the chart on page 4 of these instructions.

On the *Addendum* form, check the boxes next to the documentation types you need to submit and attach the appropriate documentation when you submit your application.

Section G: Business location requirements

It is your responsibility to ensure that your business site complies with all applicable building codes, zoning and other land-use ordinances. By filing the application and signing the *Business License Application* form you are certifying that the site is in compliance with all such land use laws.

Before your endorsements is approved your business site may need to be certified as complying with the requirements for the place of business. The requirements include:

- Business is located at a commercial property and building.
- There is an exterior sign that is permanently affixed to the land or building. The sign must display the business name and nature of the business, such as auto sales, with the letters clearly visible to the major avenue of traffic. A permanently affixed sign is one that is affixed in a manner that can only be removed by the use of tools.
- The business has a telecommunications system in operation with phone number listed in directory assistance and the local phone book.
- There is access to business records at the business location.
- Businesses must have normal business hours of at least 10:00 a.m. to 4:00 p.m., a minimum of five days per week.

After you have submitted a complete application you will be contacted by a Dealer Services Investigator to arrange any required inspections of your business site.

For more information, contact Dealer Services at (360) 664-6466.

Section F: Additional documentation required

Name of form or list	Must be submitted by	Description of form or list
<p>Certificate of Dealer Education Provided by an approved trainer</p>	<p>Motor Vehicle Dealers (Please indicate on your application whether any of the exemptions to the right apply*)</p>	<p>Proof of completing at least 8 hours of approved training. *Franchised dealers of new cars and/or new RVs; miscellaneous vehicle dealers; nationally franchised and corporate-owned rental companies; manufactured home dealers; wholesale auto auction companies; and national auctions of totaled vehicles are exempt.</p>
<p>Financial Statement Blank form provided by Business Licensing Service</p>	<p>Motor Vehicle Dealer Mfd. Home-Travel Trailer Dlr Miscellaneous Vehicle Dealer</p>	<p>Describes your personal/business financial situation and business structure. Identifies the source of business funds. Each sole proprietor or partner of general partnerships must complete a separate form. Only one form for the business entity itself is required if applying as a LLP, LLC or corporation.</p>
<p>Personal/Criminal History Blank form provided by Business Licensing Service</p>	<p>Motor Vehicle Dealer Mfd. Home-Travel Trailer Dlr Miscellaneous Vehicle Dealer Vessel Dealer</p>	<p>One form must be completed by the sole proprietor, each partner of a partnership or LLP, or each officer/member, manager and director of a corporation or LLC.</p>
<p>Business Property Lease Agreement Must be provided by applicant</p>	<p>Motor Veh. Dealer or Subagency Mfd. Home-Travel Trailer Dlr or Sub Misc. Veh. Dealer or Sub</p>	<p>Provide a copy of property tax statement for proof of ownership, or the rental/lease agreement for the business site. Note: the agreement must be valid for at least one year.</p>
<p>Description of Vehicles Manufactured Must be provided by applicant</p>	<p>Vehicle Manufacturer</p>	<p>List vehicles and brand names manufactured for distribution to Washington dealers. Divide list in categories of: "Cars & trucks," "Motorhomes," "Motorcycles," "Manufactured Homes," "Travel Trailers," and "Other" (specify "other")</p>
<p>Warranty & Service Agreement Must be provided by applicant</p>	<p>Vehicle Manufacturer</p>	<p>If you offer a warranty or service agreement, and dealerships must perform the service, attach a copy. If dealers are not required to perform service, list the name, address, and phone # of agent(s) resident in Washington authorized to perform the service.</p>
<p>List of Distributing Dealerships Must be provided by applicant</p>	<p>Vehicle Manufacturer</p>	<p>A list of names and license numbers of all dealerships in Washington selling your manufactured product.</p>