



State of Washington  
 Business Licensing Service  
 PO Box 9034  
 Olympia, WA 98507-9034  
 360-705-6705

UBI
Owner name

### Vehicle Dealer/Manufacturer Addendum

(To obtain a license as a dealer of **motor vehicles, manufactured homes, travel trailers, miscellaneous vehicles, off-road vehicles, snowmobiles, vessels** and/or as a **vehicle manufacturer**)

This addendum form may only be submitted as an attachment to the Business License Application.

Please read the Instructions for Completing the Vehicle Dealer/Manufacturer Addendum before completing this form.

#### **A Endorsements requested**—All applicants

Mark all that apply to this business location only. **Refer to the instruction sheet** for additional information regarding any of these endorsements.

**Retail sales** (also allows wholesale sales)

- |  |  |
|--|--|
| <input type="checkbox"/> Motor vehicle dealer (220)                      | <input type="checkbox"/> Miscellaneous vehicle dealer (238)  |
| <input type="checkbox"/> Motor vehicle dealer subagency (221)            | <input type="checkbox"/> Miscellaneous vehicle dealer subagency (239)  |
| <input type="checkbox"/> Manufactured home/travel-trailer dealer (227)   | <input type="checkbox"/> Off-road vehicle dealer (230)   |
| <input type="checkbox"/> Mfd. home/travel-trailer dealer subagency (228) | <input type="checkbox"/> Snowmobile dealer (232)   |
| <input type="checkbox"/> Vessel dealer (234)**                           | <input type="checkbox"/> Vehicle manufacturer (225) (attach a list of dealers in Washington selling your product)* |

\*As a vehicle manufacturer, will you be manufacturing manufactured homes and/or travel trailers? . . . .  Yes  No

\*\*As a **vessel dealer**, will you accept a customer's money on deposit? . . . . .  Yes  No

If "yes," provide the following information for your trust account.

Bank name	Branch	Account number
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#### **B License plates/decals required**—All applicants

Indicate how many plates and/or vessel decals you need for this location (if you are applying for a subagency, any plates you request below for this location are considered **in addition** to those issued, or requested for the principal location). For those listed in column 1 below, standard order is 3 plates or less, per location. To calculate the maximum plates you may request for this location, see the instruction sheet. Those listed in column 2 may order as many plates as needed (no restrictions).

<u>Column 1</u>	<u>Plate quantity</u>	<u>Column 2</u>	<u>Plate/decals quantity</u>
Motor veh. dealer or subagency	_____	Off-road vehicle dealer	_____
Mfd. home/travel-trailer dealer or subagency	_____	Snowmobile dealer	_____
Misc. vehicle dealer or subagency (motorcycles)	_____	Vehicle manufacturer	_____
Misc. vehicle dealer or subagency (trailers, etc.)	_____	Vessel dealer	_____

#### **C New vehicle sales**—Motor vehicle, mfd. home/travel trailer, and misc. vehicle dealer applicants only

Mark whether at this location you will be selling **new** vehicles in those classifications listed below:

- |  |  |                    |
|--|--|--------------------|
| Type of vehicle dealer:  |  | New vehicle sales? |
| Motor vehicle dealer or subagency . . . . .                    | <input type="checkbox"/> Yes <input type="checkbox"/> No |                    |
| Manufactured home/travel-trailer dealer or subagency . . . . . | <input type="checkbox"/> Yes <input type="checkbox"/> No |                    |
| Miscellaneous vehicle dealer or subagency . . . . .            | <input type="checkbox"/> Yes <input type="checkbox"/> No |                    |

If you marked "yes" to any of the above, you must attach to this application:

- A list of all the vehicle manufacturers (name and address and Washington State vehicle manufacturer and/or UBI number) your dealership represents
- A sales and service agreement for each manufacturer listed (see the instruction sheet for a suggested format)

Do you manufacture the vehicles you will be selling? . . . . .  Yes  No

If you manufacture the product that you sell, you may need a manufacturer's endorsement.

## **D Exemptions**—Auctioneer and vessel dealer certifications and exemptions

### **Auctioneers**

Are you applying for a motor vehicle dealer endorsement and requesting the auctioneer exemption? . . .  Yes  No

#### **If you marked “yes”:**

- you must have a current auctioneer endorsement, issued under RCW 18.11
- your signature on the Business License Application certifies you do not intend to own vehicle inventory and all vehicle sales will occur off-site, away from your place of business.
- endorsed auctioneers who have a motor vehicle dealer endorsement may auction vessels up to 25 feet in length without obtaining a vessel dealer endorsement.

### **Vessel dealer bond waiver**

Are you applying for a vessel dealer endorsement and requesting exemption from the bonding requirement?  Yes  No

#### **If you marked “yes”:**

- your signature on the Business License Application certifies you will sell a maximum of fifteen (15) vessels per year, with a maximum retail value of \$2000 dollars each.
- to maintain the exemption you will be required to certify on the annual renewal notice that the number of vessels sold and the highest retail value of any vessel sold in the registration year did not exceed the allowed limits.

## **E Bonding**

You must attach properly executed surety bond(s) for the business activities indicated. Refer to the instruction sheet for bond descriptions, requirements, and minimum dollar amounts.

- If you have applied for an endorsement as a **motor vehicle dealer** or its **subagency**, **manufactured home/travel-trailer dealer** or its **subagency**, and/or **miscellaneous vehicle dealer** or its **subagency**, all activities may be covered by a single bond for this one business location. Please refer to the instruction sheet.
- The **vehicle manufacturer** endorsement requires its own bond, but a bond is only required if manufactured homes and/or travel trailers, fifth wheel trailers or tent trailers are being manufactured.
- The **vessel dealer** endorsement requires a separate bond for each business location (unless exempted, see section D).

Note: There is no bond required for the **off-road vehicle dealer** or **snowmobile dealer** endorsements.

## **F Supplemental documentation**

In addition to the documents requested previously on this addendum, you must also attach to this application some or all of the documents and/or lists indicated below. Refer to the instruction sheet to determine which of these you must include, then check the appropriate boxes below and attach the required documentation to the application.

- Certificate of Dealer Education
- Business property lease agreement or proof of property ownership
- Description of vehicles manufactured
- Financial source of funds statement
- Warranty & service agreement
- Personal/criminal history statement
- List of distributing dealerships

## **G Business location requirements**

Please read the business location requirements in Section G of the instructions for the Vehicle Dealer/Manufacturer Addendum.

- **Your application will not be approved without meeting the requirements for the place of business.**
- Your signature on the Business License Application certifies that this business location site complies with all applicable building codes, zoning and other land-use ordinances.
- If a site inspection or certification is required for the endorsements you have requested, you will be contacted by a Dealer Services investigator to arrange for the inspection or certification. If you have questions, please call Dealer Services at 360-664-6466