

OKLAHOMA MOTOR VEHICLE COMMISSION  
**APPLICATION PACKET FOR DEALER ADDING FRANCHISE LICENSE(S)**

*This form only applies to Dealers selling new automobiles, trucks or buses*

**THIS PACKET IS FOR:** Automobile, Truck, Van, Bus, Specialty Vehicle or Mini-Truck Dealers adding new franchise(s) to their currently licensed new motor vehicle dealership.

Dealers must be licensed, *for each franchise sold*. It is unlawful to sell, advertise or display new vehicles for which no franchise license is held. Sanctions such as fines or denial of license may be imposed for non-compliance.

Very Important! The Manufacturer/Distributor of the vehicles which you plan to sell, must already be licensed by this Commission, otherwise, your Dealer Application will not be considered.

**CAREFULLY FOLLOW THE CHECKLIST BELOW TO MAKE COMPLETE APPLICATION:**

- \_\_\_ 1. **DEALER APPLICATION FORM:** Form must be legible, complete, signed and notarized. If we Cannot read it, we will return it. Answer all questions.
- \_\_\_ 2. **FINANCIAL INFORMATION:** Submit a **Company Balance Sheet or Pro Forma Balance Sheet**. Do not submit personal financial information. The Balance Sheet must be certified by an officer of the company, and current within the last 60 days. A blank Balance Sheet form is included in this packet for your convenience, or you may submit your own, but make sure it is signed and certified that it is accurate.
- \_\_\_ 3. **AFFIDAVIT OF EXTENDED SERVICE CONTRACTS:** If the franchise(s) are being acquired from another automobile dealer, the enclosed Affidavit must be completed. Otherwise disregard.
- \_\_\_ 4. **MANUFACTURER/DISTRIBUTOR(S):** Provide list of names, addresses, phone numbers and contact persons for the manufacturers and/or distributors for whose products you seek to add.
- \_\_\_ 5. **DEALER AGREEMENT(S):** Sales & Service Agreement(s) signed by the dealer and factory are required for licenses. However, this Application may be submitted and considered by the Board without these document(s). The Board can choose to approve the application “contingent upon” receipt of the Dealer Agreement(s). Keep in mind the actual dealer license(s) will not be issued until the signed Dealer Agreement(s) are received.
- \_\_\_ 6. **FEE: \$300.00 PER FRANCHISE.** Check or Money Order only. No cash or credit cards accepted. License Fees are non-refundable unless application is denied.
- \_\_\_ 7. **DEADLINE:** Applications are considered by the Board on the second Tuesday of each month **ONLY**. The **deadline** to submit an application packet is the Monday *eight days prior* to the Commission Meeting. **NO EXCEPTIONS!**

Contact Marilyn Maxwell at (405) 607-8227, ext 101, for assistance.

OKLAHOMA MOTOR VEHICLE COMMISSION

**NEW MOTOR VEHICLE DEALER  
APPLICATION FOR ADDING FRANCHISE LICENSE(S)**

**PLEASE TYPE.**

1. DBA Name \_\_\_\_\_ 2. Legal Name \_\_\_\_\_  
(if different)

3. Physical Address \_\_\_\_\_  
Street Address City State Zip County

4. Mailing Address \_\_\_\_\_  
(if different) P.O. Box City State Zip

5. Dealership Phone \_\_\_\_\_ 6. Website \_\_\_\_\_

7. Dealer Principal \_\_\_\_\_ Name Direct Phone # E-Mail

Exec Manager \_\_\_\_\_  
(if different)

Contact Person \_\_\_\_\_  
(filling out this form)

8. Type of Ownership:  Individual  Partnership  Corporation  LLC  LP

**9. Complete for each Owner, Officer and Executive Manager (including date of birth and percent of ownership):**

NAME	COMPLETE HOME ADDRESS	TITLE	D.O.B.	%
_____	_____	_____	_____	_____%
_____	_____	_____	_____	_____%
_____	_____	_____	_____	_____%
_____	_____	_____	_____	_____%
_____	_____	_____	_____	_____%

10. Have you or any of the principals ever had a Motor Vehicle Dealer or Salesperson License **denied, revoked** or **suspended** in this or any other state?  Yes  No If Yes, explain:

\_\_\_\_\_

11. Have you or any of the principals ever been convicted of a felony?  Yes  No **If Yes, complete below:**  
**Who?** \_\_\_\_\_ **Where?** \_\_\_\_\_ **When?** \_\_\_\_\_

(circle one) **Federal** or **State Charge** **Convicted of:** \_\_\_\_\_

**If yes, attach** copy of a Criminal History Background Report relating to the felony charge(s). The Application will not be processed without this documentation. This Commission has the authority to verify, independently, the accuracy of your response.



**BALANCE SHEET**

**Company Name**

As of \_\_\_\_\_

**ASSETS:**

**Current Assets:**

Cash on Hand and in Bank \_\_\_\_\_  
Accounts Receivable \_\_\_\_\_  
Factory Receivables \_\_\_\_\_  
Notes Receivable \_\_\_\_\_

**Total Cash and Receivables** \_\_\_\_\_

**Inventories:**

New Motor Vehicles \_\_\_\_\_  
Used Motor Vehicles \_\_\_\_\_  
Parts and Accessories \_\_\_\_\_  
Other Inventories \_\_\_\_\_

**Total Inventories** \_\_\_\_\_

**Other Current Assets:**

\_\_\_\_\_

**Total Current Assets:** \_\_\_\_\_

**Property, Plant, and Equipment:**

Land and Buildings \_\_\_\_\_  
Furniture, Fixtures, Equipment \_\_\_\_\_  
Company Vehicles \_\_\_\_\_  
Leasehold Improvements \_\_\_\_\_  
Other \_\_\_\_\_

**Total Property, Plant, & Equip:** \_\_\_\_\_

**Other Dealership Assets:**

\_\_\_\_\_

**Total Non-Current Assets:** \_\_\_\_\_

**TOTAL ASSETS:** \_\_\_\_\_

**LIABILITES**

**Current Liabilities:**

Accounts Payable \_\_\_\_\_  
Notes Payable - Floor Plan \_\_\_\_\_  
Other Short-Term Notes \_\_\_\_\_  
Other Current Liabilities \_\_\_\_\_

**Total Current Liabilities:** \_\_\_\_\_

**Long-Term Liabilities:**

Mortgages Payable \_\_\_\_\_  
Other Long-Term Notes \_\_\_\_\_

**Total Long-Term Liabilities:** \_\_\_\_\_

**TOTAL LIABILITES:** \_\_\_\_\_

**NET WORTH / OWNERS EQUITY:**

Capital Stock \_\_\_\_\_  
Additional Paid in Capital \_\_\_\_\_  
Retained Earnings \_\_\_\_\_  
Other (Explain) \_\_\_\_\_

**TOTAL NET WORTH / OWNERS EQUITY:** \_\_\_\_\_

**TOTAL LIABILITES PLUS NET WORTH:** \_\_\_\_\_

**I CERTIFY THAT THIS FINANCIAL INFORMATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.**

Signature \_\_\_\_\_ Printed Name \_\_\_\_\_ Title \_\_\_\_\_  
Corporate Officer

**AFFIDAVIT OF EXTENDED SERVICE CONTRACTS**

*(Only complete this form if you are acquiring the franchises from another dealer - otherwise discard)*

Name of Selling Dealership: \_\_\_\_\_

Name of Incoming Dealership: \_\_\_\_\_

**SECTION I. (Selling Dealer)**

Are there any third party Extended Service Contracts (non-manufacturer) sold to customers that are still in effect?

YES \_\_\_\_ NO \_\_\_\_

**If YES, complete Sections II and III and Incoming Dealer must complete Section IV.**

**If NO, skip Section II and proceed to Section III and No action is required by Incoming Dealer.**

**SECTION II.**

The following are the third party Extended Service Contracts that will remain in effect at the time of dealership sale. Total

Number of Contracts:      New \_\_\_\_\_      Used \_\_\_\_\_

Service Contract Companies:      #1      #2

Name:      \_\_\_\_\_      \_\_\_\_\_

Address:      \_\_\_\_\_      \_\_\_\_\_

\_\_\_\_\_      \_\_\_\_\_

Tel #:      \_\_\_\_\_      \_\_\_\_\_

(If more than two companies please attach list.)

Will all contracts be honored by the Extended Service Contract Companies after the dealership is sold? Yes\_\_\_\_ No\_\_\_\_

**SECTION III.**

I certify that the above is a correct representation of third party Extended Service Contract activities of my dealership.

\_\_\_\_\_  
**(Signature of Selling Dealer)**

**SECTION IV. (Incoming Dealer)**

Will all third party Extended Service Contracts be honored upon acquisition of the dealership? Yes\_\_\_\_ No\_\_\_\_

\_\_\_\_\_  
**(Signature of Incoming Dealer)**