

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

**“POWERSPORTS” is defined as Motorcycles, Scooters, ATVs and UTVs**

**THIS PACKET IS FOR:** Powersport Dealers adding new makes of powersports to their currently licensed new motor vehicle dealership.

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

**Very Important!** The Manufacturer/Distributor(s) of the powersports for which you plan to sell, must also be licensed by this Commission. Please check with us to make sure they are properly licensed.

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

- \_\_\_ 1. **DEALER APPLICATION FORM:** Form must be complete, signed and notarized. IF WE CAN'T
- \_\_\_ 2. **FINANCIAL INFORMATION:** Submit a **Company Balance Sheet or Pro Forma Balance Sheet**. Do not submit personal financial information. The Balance Sheet must be signed and certified by an officer of the company, and current within the last 60 days. A blank 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. **MANUFACTURER/DISTRIBUTOR(S):** Provide list of names, addresses, phone numbers and contact persons for each manufacturer and/or distributor for whom you wish to sell.
- \_\_\_ 4. **DEALER AGREEMENT(S):** Dealer Agreement(s) signed by the dealer and manufacturer/distributor 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 powersport dealer license(s) will not be issued until the signed Dealer Agreement(s) are received
- \_\_\_ 5. **FEE:** \$300 per each powersport manufacturer or distributor. Checks or Money Orders only. No cash or credit cards. License Fees are non-refundable unless application is denied.
- \_\_\_ 6. **DEADLINE:** Applications are only considered by the Board at the monthly Commission Meeting on the second Tuesday of each month. The **deadline** to submit an application packet is the Monday eight days prior to the meeting. **NO EXCEPTIONS!**

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

OKLAHOMA MOTOR VEHICLE COMMISSION

**APPLICATION FOR POWERSPORTS DEALER ADDING NEW POWERSPORTS**

**PLEASE TYPE.**

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

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

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

5. Main Phone # (\_\_\_\_\_) \_\_\_\_\_ 6. Website address: \_\_\_\_\_

7. Dealer Principal \_\_\_\_\_ Name Direct Phone # E-Mail  
General Manager \_\_\_\_\_  
(if different)  
Contact Person \_\_\_\_\_  
(filling out this form)

8. Type of Ownership:  Individual  Partnership  Corporation  LLC  LP

9. Complete for each **Owner, Officer, LLC Member, and General Manager** (including DOB 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 **suspended, denied, or revoked** in this **or** any other state?  Yes  No If Yes, explain on separate sheet of paper.

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.

12. List **Powersports Manufacturer/Distributors being added.** If more than 4, attach separate page.  
 Type Code PS = Powersports

Manufacturer/Distributor	Type Code	Fee	Manufacturer/Distributor	Type Code	Fee
	PS	\$300		PS	\$300
	PS	\$300		PS	\$300

13. Describe the extent of your trade area assigned by EACH Manufacturer(s) or Distributor(s):

\_\_\_\_\_

\_\_\_\_\_

14. I acknowledge, by my initials herein, that it is our responsibility to provide service and parts for the new vehicles which we sell, and we shall do so, in accordance with Oklahoma Law and the manufacturer's warranty.

**Owner/Manager Initials here**

I hereby certify that the statements in or attached to this Application are true and correct to the best of my knowledge and that the members of this organization are familiar with the provisions of the law under which this Application is made; and that I, as Dealer or Executive Manager, have authority to make statements contained herein.

**Signed** \_\_\_\_\_  
 Signature of Dealer or Executive Manager Only

\_\_\_\_\_  
 Print Name

\_\_\_\_\_  
 Title

\_\_\_\_\_  
 Date

**Notary:** Subscribed and sworn to (or affirmed) before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
 Notary Public My Commission Expires: \_\_\_\_\_

Commission Number: \_\_\_\_\_ (SEAL)

**FEE: \$300.00 per Powersports Manufacturer Represented\***

**\*Not refundable unless application is denied or withdrawn prior to consideration at monthly Commission Meeting\***

**Make one check payable and submit to: Oklahoma Motor Vehicle Commission**  
**4334 N.W. Expressway, Suite 183**  
**Oklahoma City, OK 73116**  
**(405) 607-8227**

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