



## General Information and Requirements for Application for a Motor Vehicle Dealer License

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A person may **not** engage in the business of buying, selling, exchanging, accepting on consignment, or acting as a broker of a new motor vehicle or used motor vehicle (to include, cars, trucks, rugged terrain, vans and buses) trailers (except trailers having an unladen weight of less than 500 pounds), motor homes, motorcycles, quadricycles (includes quadricycle like vehicles), boats (includes personal watercraft) snowmobiles, special mobile equipment or new manufactured home that is not registered in the person's name, unless the person is the holder of a dealer's license issued by the department.

### **To be qualified for licensure as a dealer, an applicant must have and/or provide to the Department the following:**

- A computer, printer and access to the internet are required in order to issue electronic temporary registration permits.
- A permanent non-residential building where sales are made, records are kept and other than wholesale and broker, a lot where vehicles are displayed. The lot size for a dealer selling new manufactured homes must be large enough to display 2 doublewide units.
- If selling new motor vehicles, new motor homes or new power sport vehicles the dealer must have a bona-fide service department. The franchise information must be shown on the dealer application and must be kept current.
- Other than Wholesale or Broker, a sign stating the name of the business and indicating that vehicles are offered for sale, trade or consignment. The letters of the sign must be at least six inches in height and clearly visible and readable to the major avenue of traffic at a minimum distance of 150 feet.
- A bond in the amount of \$50,000 is required for all dealers (except: if selling only street legal motorcycles or quadricycles a \$15,000 bond is required, or if selling only snowmobiles, non street legal motorcycles or quadricycles (includes quadricycle like vehicles) and boats (includes personal watercraft) only a \$5,000 bond is required). The original bond must be submitted for approval to the department, showing an expiration date of December 31st of the current license year and must be renewed annually.
- Evidence of compliance with all city/county requirements, as evidenced by written verification signed by the authorized representative of the local land-use or zoning board.
- Telephone service at the established place of business must be installed and maintained in the dealership's name and listed in the directory assistance that applies to the area in which the business is located.
- Written notice, conspicuously posted at the established place of business, of the regular and customary office hours.
- All dealers, except brokers and those selling a new manufactured home, must provide a copy of general liability insurance, which may include garage liability depending on your business needs. The policy must be in the dealership name, business physical address and must show the department as certificate holder with our address 1003 Buckskin Drive, Deer Lodge, MT 59722. It must be for a minimum of one year, and must cover any vehicle bearing dealer or demonstrator license plates offered for demonstration or loan to, or otherwise operated by, a customer in the regular course of the business. A copy of the insurance coverage showing the name, address and telephone number of the local insurance agent for the carrier, as well as the policy number and expiration date, must be submitted with the application.
- A written application for a dealer's license on a form prescribed by the department specifying the type(s) of vehicle being sold. Any information provided in the license application process is subject to independent verification by the department.
- Manufacturers and distributors of new motor vehicles, new motor homes, new motorcycles or quadricycles (includes quadricycle like vehicles), snowmobiles and personal watercraft must also be

licensed with our office prior to distributing any vehicles. If they have not complied and are not licensed, it may result in a delay in receiving your license.

When all requirements are met, contact the Montana highway patrol, compliance officer, or local law enforcement agency for completion of the inspection form.

After examining a license application and conducting an investigation necessary to verify the information contained in the application, the department may issue the license(s) if satisfied that the applicant qualifies under the provisions of this chapter. The department may refuse, after examination and investigation, to issue a license to an applicant who is not qualified for licensure or whose prior financial, criminal or other activities are deemed to:

- Pose a threat to the effective regulation of dealers, wholesalers or auto auctions
- Pose a threat to the public interest of the state, or
- Create a danger of illegal or deceptive practices being used in the conduct of the proposed dealership, wholesaler or auto auction.

The sale of less than 12 retail used motor vehicles, power sport vehicles, trailers or wholesale vehicles during the expiring license term requires an additional renewal fee of \$25.00.

**Dealer licenses will not be issued at the Title and Registration Bureau's counter on a same-day basis.** If approved by our Compliance Specialist, you will receive your license and your plates within two to three weeks.

## ***LICENSE TYPES***

### **Franchise Dealer (D)**

A new motor vehicle means a motor vehicle that: 1) Has not been the subject of a retail sale regardless of the mileage of the vehicle; or 2) has an MCO.

#### **Can Sell**

Only the type(s) of vehicles indicated on the license application. Types of vehicles sold with a (D) license may include: New or Used Vehicles (to include cars, trucks, rugged terrain, van and buses) New or Used snowmobiles, motorcycles or quadricycles (includes quadricycle like vehicles) for (off-highway or street legal use), boats (includes personal watercraft), motor homes, special mobile equipment and trailers.

### **Used Dealer (U)**

#### **Can Sell**

Only the type(s) of vehicles indicated on the license application. Types of vehicles sold with a (U) license may include: used motor vehicles (to include cars, trucks, rugged terrain, vans and buses) snowmobiles, motorcycles or quadricycles (includes quadricycle like vehicles) for (off-highway or street legal), and boats (includes personal watercraft), motor homes, special mobile equipment and trailers.  
A used dealer cannot sell new vehicles

### **Wholesale Dealer (W)**

Assigned to a person, firm, partnership, association or corporation who sells used motor vehicles (to include cars, trucks, rugged terrain, vans, and buses), snowmobiles, motorcycles or quadricycles (includes quadricycle like vehicles) (off-highway or street legal), boats (includes personal watercraft), motor homes, travel trailers, trailers, or special mobile equipment. A wholesale dealer can only sell to licensed motor vehicle dealers and auto auctions or another wholesaler.

**Auto Auction Dealer (A)**

Assigned to dealers authorized to auction used motor vehicles (to include cars, trucks, rugged terrain, vans and buses), trailers, and power sport vehicles to licensed motor vehicle dealers, wholesalers, or wrecking facilities.

**Cannot Sell**

New Motor Vehicles  
(1) Exceptions

Exception: May not sell a new motor vehicle except when authorized by a new motor vehicle manufacturer, importer, distributor, or representative thereof, for the purpose of conducting a closed-factory fleet sale. Only licensed new motor vehicle dealers may purchase new motor vehicles at factory fleet sales; and they may purchase only vehicle line-makes authorized by their respective franchise, sales or distributor agreements.

**Broker Dealer (B)**

A broker is authorized to negotiate the purchase, sale, or exchange of a motor vehicle, power sports vehicle, or trailer from a dealer or another person upon behalf of a client when the broker does not store, display, or take ownership of the motor vehicle, power sports vehicle, or trailer being purchased, sold, or exchanged.

**New Manufactured Home Dealer (MD)**

A "manufactured home" means a residential dwelling built in a factory in accordance with the United States department of housing and urban development code and the federal Manufactured Home Construction and Safety Standards. The term does not include a mobile home or housetrailer as defined in 15-24-201.

Assigned to dealers authorized to sell any new manufactured home that is covered under a franchise agreement between the licensee and the manufacturer, importer, or distributor of the manufactured home; sell any used manufactured home; negotiate the purchase, sale, or exchange of a manufactured home from another licensed dealer or another person on behalf of a client when the licensee does not store, display, or take ownership of the manufactured home purchased, sold, or exchanged.

A license under this section does not apply to a person buying, selling, exchanging, accepting on consignment, or acting as a broker of a used manufactured home that is not titled in the person's name.

***LICENSE RENEWALS***

**Annual renewal report(s) or Annual License Application must be filed not later than December 31st of each year**, and must be accompanied by the required fees and bond or continuation certificate. Annual reports received on or before December 31st ensure that the dealer can use dealer and demo plates until February 28th of the following year.

Notice: Law enforcement will be notified to pick up all plates and hand permits. Access to the electronic temporary permit service will be suspended for all dealers not in compliance.

Prompt return of your application will assist greatly in the early delivery of your new plates or decals.

If a dealer's license is not renewed within the time required by law that dealer's license number may be issued to another applicant after two years.

## **FEES**

<u><b>Original License and Application</b></u>	<u><b>Renewal of License and Application</b></u>
Franchised Dealer - \$30 Used Dealer - \$30 Auto Auction Dealer - \$500 Wholesale Dealer - \$30 Broker Dealer - \$30 Manufactured Home Dealer - \$50.00	Franchised Dealer - \$30 Used Dealer - \$30 Auto Auction Dealer - \$100 Wholesale Dealer - \$30 Broker Dealer - \$30 Manufactured Home Dealer - \$50.00
<b>Dealer plates - \$25</b> <b>Demonstrator plates - \$5</b> <b>Power Sport cards - \$2</b> Information on issuing electronic temporary registration permits can be found on the website at <a href="http://app.mt.gov/registered">app.mt.gov/registered</a> or by contacting our office.	
<b>Secure Power-of-Attorney forms, Conforming Odometer Statements may be purchased from MT ADA @ 406-442-1233.</b>	
<b>Temporary Registration Permit pouches may be purchased from MT ADA @ 406-442-1233 and from MTIADA @ 406-874-2207</b>	
<b>Power Sport cards must be carried by the dealer or the dealer's customer when demonstrating power sport vehicles for off-highway use</b>	

## **DEALER PLATES, MCA 61-4-102**

Wholesale dealers and auto auctions do not receive dealer plates; they can only receive demonstrator plates.

Broker dealers and manufactured home dealers do not receive dealer or demonstrator plates.

A dealer selling new motor vehicles or used vehicles (to include cars, trucks, rugged terrain, vans, buses and motor homes) can receive one set of dealer plates at \$25 per set.

Additional dealer plates may be obtained at \$25 per set, subject to the following limitations:

- 5% of the first 100 vehicle sales for the previous year; plus
- 3% of the next 100 vehicle sales for the previous year; plus
- 2% of the vehicle sales in excess of 200 for the previous year

Dealer plates must be used as a set, displayed on front and rear of vehicle.

A dealer selling new or used trailers, motorcycles, quadricycles (includes quadricycle like vehicles), snowmobiles and boats (includes personal watercraft) cannot receive dealer plates.

Dealers properly licensed under Montana Code Annotated, are authorized to use and display dealer's plates on a motor vehicle held for bona-fide sale by the dealer, operated by or under the control of the dealer and used in the conduct of the dealer's business of selling or demonstrating vehicles.

The display of a Monroney label (new) or a buyers guide label (used), as required by MCA 61-4-123(2), on a vehicle bearing dealer plates is prima-facie evidence that the vehicle is offered for bona-fide sale by the dealer.

No dealer's plates shall be used or displayed on vehicles normally used for hire, lease, and rental or for purposes not incidental to the business of a motor vehicle dealer. Wreckers and tow-trucks displaying dealer plates may be used only to service vehicles owned by the dealer.

Each dealer is accountable for each plate issued and shall certify annually to the Title and Registration Bureau the disposition of each dealer plate assigned to the dealer including the name, home address and occupation of the person primarily using each plate.

Within 15 days of a set of plates being reassigned to another person, the dealer must notify the department. Any lost or stolen plates must also be reported.

Single plates left over from sets suffering theft or loss should be returned to the Title and Registration Bureau so that replacement sets may be issued.

### ***DEMONSTRATOR PLATES, MCA 61-4-129***

All dealers (except Brokers and Manufactured home dealers) may obtain demonstrator plates at a cost of \$5 each.

Demonstrator plates may be ordered with the original application and each yearly renewal.

Demonstrator plates may be used as follows:

- To demonstrate, for no more than 72 hours, a vehicle held for sale when operated by an individual holding a valid operator's license.
- On vehicles owned by the dealership when operated by an officer or bona-fide, full-time employee of the dealer and used to transport the dealer's own tools, parts and equipment.
- On vehicles being moved to or from a dealer's place of business for sale.
- On vehicles being moved to or from exhibitions within the state, provided any exhibition does not exceed a period of 20 days.
- On vehicles moved to or from service and repair facilities before sale.

### ***COURTESY PLATES, MCA 61-4-130***

Courtesy license plates may be issued to new or used motor vehicle dealers. Upon application and fee of \$150 per set, the dealer may receive up to two sets of plates. Courtesy plates may be displayed only on a motor vehicle that the dealer loans without charge, exclusively for religious, charitable, scientific, or educational purposes. A loan of a vehicle displaying courtesy license plates may not exceed 30 days in a year.

A dealer shall maintain records detailing the name, address and telephone number of the person or entity that has been loaned the vehicle, the contact person's name that will oversee the actual operation and use of the vehicle, the date of the loan and the actual date on which the vehicle is to be returned. The records are subject to audit by the department.

It is the dealer's responsibility to ensure that an eligible person or entity does not use courtesy plates for more than 30 days in a year. It is the responsibility of the person or entity to which the vehicle was loaned to carry, while operating or in actual physical control of the vehicle, adequate proof of the status of the person or entity under this section.

If a dealer allows a person or entity to operate or retain actual physical control of a vehicle bearing courtesy plates in violation of this section, the department may suspend the right to use the courtesy plates for a period not to exceed six months.

### ***MULTIPLE ESTABLISHMENTS, MCA 61-4-101(6)***

If an applicant for a new vehicle, used vehicle, wholesale, broker, manufactured home or auto auction dealer's license wants to maintain more than one established place of business, the applicant shall file a separate license application for each proposed established place of business and otherwise qualify for licensure at each place separately. All paperwork must be in order. Failure to complete paperwork for one of the license types will hold up the processing of additional license types covered under the same bond.

If more than one dealer displays vehicles and maintains an established place of business at the same geographical location, each dealer shall ensure that all vehicle records, office facilities, and inventory, if applicable, are physically segregated from those of the other dealer and clearly identified and attributed to the appropriate dealer.

Except for a wholesaler or broker, each applicant shall display at their established place of business at least one sign stating the name of the business and indicating that vehicles are offered for sale, trade, or consignment. The letters of the sign must be at least six inches in height and clearly visible and readable to the major avenue of traffic at a minimum distance of 150 feet.

### ***RECORD OF PURCHASE OR SALE, MCA 61-4-104***

A dealer licensed under MCA 61-4-101, shall keep a book or record of:

- The purchases, sales, exchanges, or receipts for the purpose of sale of used vehicles
- A description of the vehicles which must include the vehicle identification number (VIN), engine number (if any), chassis number (if any) and other numbers or identification marks that appear on the motor vehicle, and must include a statement that a number has been obliterated, defaced, or changed if such is the fact. In the case of a trailer, semi-trailer, or special mobile equipment, the record must include the manufacturer's number and the numbers or identification marks that appear thereon.
- The name and address of the seller, of the purchaser, and of the alleged owner or other person from whom each vehicle was purchased or received, or to whom it was sold or delivered, as the case may be.
- The dealer must also have in his possession, from the time the motor vehicle is delivered to him until it has been disposed of by him, a duly assigned certificate of ownership from the owner of the motor vehicle to the dealer. It is a violation of this part for a dealer or wholesaler to fail to take assignment of all certificates of ownership or manufacturer's certificates of origin for vehicles acquired by the licensee or to fail to assign the certificate of ownership or manufacturer's certificate of origin for vehicles sold.

All records required to be kept in accordance with this section, in addition to the required five (5) year retention of odometer disclosure statements, must be physically located and maintained within the building at the licensed premises. An authorized representative of the department, upon presentation of his/her credentials, may inspect, have access to and copy any records required under this chapter.

## ***PENALTY, MCA 61-4-105***

Any person violating the provisions of this part is guilty of a misdemeanor and subject to a fine of not less than \$250 and not more than \$500. Every sale of a motor vehicle in violation of the provisions of this part is a separate offense.

## ***PENALTY, MCA 61-4-119***

A person violating a provision of MCA 61-4-111 or 61-4-112 is guilty of a misdemeanor and subject to a fine of not less than \$250 and not more than \$500. Every violation of MCA 61-4-111 and 61-4-112 is considered a separate offense.

## ***NEW OR USED MOTOR VEHICLES TRANSFERS BY DEALERS, MCA 61-4-111, 112***

For the sale of new or used motor vehicles, the following acts shall be required of the dealer on or before the times herein stated:

- Prior to delivery of the vehicle to the purchaser, the dealer shall issue and affix to the rear of said vehicle a 40-day permit. **It is unlawful to place license plates upon such vehicle until registered at the office of the county treasurer. It is unlawful for the dealer to issue more than one permit per vehicle sale.**
- Within 30 calendar days following the date of delivery of the vehicle, the dealer shall forward to the county treasurer of the county where the purchaser resides the following documents. Transmission of these documents by the dealer to the county treasurer may be accomplished either by personal delivery or by first-class mail, in which event they are considered to have been delivered at the time of mailing:
  - The certificate of ownership (used vehicles)
  - The certificate of origin/MCO (new vehicles)
  - The certificate of registration
  - Completed application for transfer of ownership
  - Any security interest or lien information, conditional sales contract or mortgage
  - An odometer disclosure statement pursuant to MCA 61-3-206
- If the dealer is unable to forward the certificate of ownership and/or certificate of registration within the time set forth because the certificate is lost, is in the possession of third parties or is in the process of reissuance in this state or elsewhere, the dealer shall comply with all other respects herein and shall forward the missing document or documents to the county treasurer either personally or by first-class mail, within three (3) days after receipt.
- Upon compliance by the dealer with the requirements herein set forth, title to the motor vehicle is considered to have passed to the purchaser as of the date of the delivery of the vehicle to the purchaser by the dealer, and the dealer shall have no further liability or responsibility with respect to the processing of registration.
- Dealers and wholesalers are prohibited by statute from selling vehicles on open titles. Dealers and wholesalers must close out each transfer by entering the name of the purchaser in the appropriate section on each assignment.

## ***AUTO AUCTION LICENSE***

A person, firm, association, or corporation that takes possession of a motor vehicle owned by another person through consignment, bailment, or any other arrangement for the purpose of selling the motor vehicle to the highest bidder when all buyers are licensed motor vehicle dealers, wholesalers, or wrecking facilities shall file in the office of the department a verified application for licensure as an auto auction.

A licensed auto auction may not auction a new motor vehicle except when authorized by a new motor vehicle manufacturer, importer, distributor, or representative, for the purpose of conducting a closed-factory fleet sale to dispose of new motor vehicles by the franchisor (manufacturer, distributor, or importer) to franchisee purchasers when the purchasers are licensed new motor vehicle dealers purchasing new motor vehicle line-makes authorized by their respective franchise, sales, or distributor agreements. An auto auction shall notify and update the department with current fleet sale agreements between the auto auction and franchisor. An auto auction may not conduct a factory fleet sale unless authorized or appointed by a franchisor licensed under part 2 of this chapter.

Auto auctions that hold a current license number may issue a temporary registration permit to a person who buys a motor vehicle, power sports vehicle, or trailer at the auction, pursuant to MCA 61-3-224. Within 30 days following the date of delivery of the motor vehicle power sports vehicle, or trailer, the auto auction shall provide the purchaser with the assigned certificate of title, or, if a certificate of title has not been issued in this state, a copy of the then-current registration receipt or the certificate and any related documents for each motor vehicle, power sports vehicle, or trailer. It is unlawful for the auto auction to issue more than one temporary registration permit for each motor vehicle, power sports vehicle, or trailer sale.

Auto auctions do not have the privilege of using dealer license plates but are authorized to display and use demonstrator plates. Licensed auto auctions may use the demonstrator plates for:

- Transporting vehicles from a point of storage or a point of delivery in this state to the auto auction's place of business
- Road testing authorized vehicles
- Moving vehicles for purposes of repairing, painting, upholstering, polishing, and related activities
- Designating persons, partnerships, corporations, service stations, or repair garages to use the plate only when conducting work for the auto auction involving repairing, painting, upholstering, polishing, or performing similar types of work upon a vehicle
- One plate must be conspicuously displayed on the rear of the vehicle

Upon application for an auto auction license, the applicant, if requesting demonstrator plates, shall submit a sworn affidavit on a form prescribed by the department, listing each authorized person designated by the auction to use the plates. The auto auction is responsible for reporting any changes to the affidavit within 72 hours after the change has occurred. An auto auction is liable for the proper use of the plates, which may not be used for private purposes. The department may revoke an auto auction's temporary registration permit and license plate privileges if an auto auction issues, authorizes the use of, or uses a temporary registration permit or the auto auction license plate in violation of the provisions of this section.

Each auto auction shall keep a book or record in a form and manner subject to approval by the department of:

- The purchases, sales, exchanges or receipts for the purpose of sale of any motor vehicle
- A properly completed copy of a temporary registration permit issued to a vehicle purchaser
- The date of title transfer
- A description of the motor vehicle
- The name and address of the seller, the purchaser, and the alleged owner or other person from whom the motor vehicle was purchased or received or to whom it was sold or delivered

An auto auction shall validate the sale of a motor vehicle through its auction by stamping its name and license number upon the certificate of ownership at a location on the front or back of the certificate, at the margin in the assignment section as executed between the transferor and transferee. An auto auction's stamp must be legible and may not interfere with the information recorded on the certificate between transferor and transferee. If the certificate of ownership lacks adequate space for the auto auction to place

its stamp, the auction may provide the transferee a copy of the auction invoice bearing the name and license number of the auction, along with:

- The vehicle year, make, model and identification number
- The name, address, and signature of transferor
- The name, license number, and signature of transferee
- The date the vehicle was sold through the auction
- The invoice must be attached to the certificate of title and must be presented to the department with any application for title.

An auto auction shall retain, for five (5) years, odometer disclosure information including the name of the owner, the date the auto auction took possession of the motor vehicle, the name of the buyer, the vehicle identification number, and the odometer reading on the date the auto auction took possession of the motor vehicle. The odometer information may be retained in any way that is systematically retrievable and is not required to be maintained on any special disclosure form. The information may be part of the auction receipt or invoice or be maintained as a portion of a computer database or manual file. An auto auction that executes a transfer of ownership as an agent on behalf of a seller or buyer is liable for providing an odometer disclosure statement for the seller or an odometer disclosure acknowledgement for the buyer under the provisions of MCA 61-3-206.

## ***BROKER***

A Broker is a person who engages in the business of offering to procure or procuring a motor vehicle, a trailer, a semi trailer, pole trailer, a travel trailer, a motorboat (includes personal watercraft), a snowmobile, or an off-highway vehicle by negotiating purchases, contracts sales, or exchanges on behalf of another and who

- Does not store at the brokers place of business
- Does not display at the brokers place of business
- Does not take ownership

of the motor vehicle, a trailer, a semi trailer, a pole trailer, a travel trailer, a motorboat (includes personal watercraft), a snowmobile, or an off-highway vehicle.

A Broker's license authorizes the holder to negotiate the purchase, sale, or exchange of a motor vehicle, power sports vehicle, or trailer from a dealer or another person upon behalf of a client.

A broker shall maintain a record of every purchase, sale, or exchange of a motor vehicle, power sports vehicle, or trailer negotiated by the broker for compensation upon behalf of a client. The record must include the name, address, and customer identification number of:

- The broker's client
- The dealer or person from whom the client purchased, sole or exchanged a motor vehicle, power sports vehicle, or trailer; and
- The financial institution, if any, that financed the client's purchase, sale, or exchange of a motor vehicle, power sports vehicle, or trailer.

The broker shall also maintain a record of each motor vehicle, power sports vehicle, or trailer for which a deal was brokered, including a description of the vehicle, power sports vehicle, or trailer, its identification number, and the source or sources of compensation received by the broker for each deal. All records must be physically located and maintained within the building referred to in MCA 61-4-101. Records must be preserved for at least 5 years after the date of the purchase, sale, or exchange negotiated by the broker. An authorized representative of the department, upon presentation of the representative's credentials, may inspect and have access to and copy any records required under this chapter.

A Broker does not have the privilege of using dealer or demonstrator plates and does not have to maintain liability insurance.

## MANUFACTURED HOME

Assigned to dealers authorized to sell any new manufactured home that is covered under a franchise agreement between the licensee and the manufacturer, importer, or distributor of the manufactured home; sell any used manufactured home; negotiate the purchase, sale, or exchange of a manufactured home from another licensed dealer or another person on behalf of a client when the licensee does not store, display, or take ownership of the manufactured home purchased, sold, or exchanged.

The geographic location of the physical lot or lots upon which manufactured homes will be displayed for sale and of a permanent nonresidential building that will be maintained as an office to store the actual physical or electronic records resulting from the purchase, sale, trade, or consignment of manufactured homes for which licensure is sought.

The office may be a manufactured home or a site-built structure.

The lot must be large enough to contain the office and have space to display a minimum of two double-wide units. An applicant may use more than one location to display manufactured homes for sale if the maximum distance between each display lot does not exceed 200 feet and if the distance between a display lot and the building in which sales records are stored does not exceed 1,000 feet.

Each application must be accompanied by a \$50 fee.

An applicant for a manufactured home dealer's license shall also file a bond of \$50,000 with each application. All bonds must be conditioned upon the applicant conducting the business in accordance with the requirements of the law. All bonds must be approved by the department, filed with the department, and renewed annually.

A manufactured home dealer license is not required for a person buying, selling, exchanging, accepting on consignment, or acting as a broker of a used manufactured home that is not titled in the person's name.

## NOTICE

It is the dealer's responsibility to inform the Title and Registration Bureau of changes involving the status of your dealership such as:

- Additional locations
- Name Change
- Transfer of ownership
- Changes of address (if a dealer seeks to change the geographical location of the established place of business, he/she must also provide information concerning local land use planning, zoning, and business permitting compliance).
- Email address
- New phone numbers