

BUSINESS NAME/DBA:

- | | | |
|------------|--|---|
| 12. | Has the Motor Vehicle Division or the Vehicle Titles and Registration Division ever licensed applicant, any partner, any LLC member or manager, or any director, officer, or owner (except for <u>stockholders of publicly-traded companies</u>) to act in any capacity in Texas? <u>If so, give the name(s) in which license(s) was/were issued and last effective year on a separate sheet.</u> | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| 13. | Has any license issued by the Motor Vehicle Division, the Vehicle Titles and Registration Division, or an agency of another state to the applicant, any partner, any LLC member or manager, or any director, officer, or owner (except for <u>stockholders of publicly-traded companies</u>) ever been denied, revoked, or suspended? <u>If so, explain fully on a separate sheet.</u> | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| 14. | Has the applicant, any partner, any LLC member or manager, or any director, officer, or owner (except for <u>stockholders of publicly-traded companies</u>) ever been found to have violated the Texas Occupations Code Chapter 2301(formerly Texas Motor Vehicle Commission Code) or Chapter 503 of the Transportation Code? <u>If so, explain fully on a separate sheet.</u> | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| 15. | Does <u>any</u> motor vehicle manufacturer or distributor, or does <u>any</u> person directly or indirectly controlled by any motor vehicle manufacturer, own an interest in, operate, or control this dealership? <u>If so, give full details on a separate sheet.</u> | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| 16. | Is the dealership office located in a residential structure? If yes, describe the location of the office within the residence and any access from the office to the rest of the residence on a separate sheet. | <input type="checkbox"/> YES <input type="checkbox"/> NO |

17. Physical facilities: Size of building:
 Number of offices and size of office space:
 Display lot size:

18. Financial Statement: If a sole proprietor, you may list assets and liabilities of the individual. Other business entities must list assets and liabilities of the business. Attach additional sheets if necessary.

| | ASSETS | | LIABILITIES | |
|-------------|---------------|---------------|--------------------|---------------|
| ITEM | | AMOUNT | | AMOUNT |
| | | | | |

ALL APPLICANTS MUST COMPLETE THE FOLLOWING:

Applicant or authorized agent hereby certifies under penalty of perjury that statements made above and on attachments and documents submitted are true and correct, and that all documents submitted with this application are complete, submitted in their entirety, and accurately represented. Applicant agrees to allow the Department to examine during working hours the ownership papers for each registered or unregistered vehicle in the applicant's possession or control. Applicant swears they are not at this time delinquent in any court-ordered obligation to pay child support.

Date: _____
 Applicant _____
 Authorized Signature _____
 Title _____

STATE OF _____, COUNTY OF _____
 Subscribed and sworn before me this _____ day of _____, 20_____.

Notary Public

Privacy Statement

The Texas Department of Transportation maintains the information collected through this form. With few exceptions, you are entitled on request to be informed about the information that we collect about you. Under Sections 552.023 of the Texas Government Code, you also are entitled to receive and review the information. Under Section 559.004 of the Government Code, you are also entitled to have us correct information about you that is incorrect. For inquiries call 512-416-4800.

REQUIRED ATTACHMENTS

BUSINESS NAME/DBA:

- A.** **FORM LF601, OWNERSHIP/MANAGEMENT INFORMATION.** Fully complete the form provided.
- B.** **PROOF OF IDENTITY** Attach photocopies of driver's licenses of the owner(s) of the dealership or the president of the dealership or the managing partner of the dealership.)
- C.** **ASSUMED NAME CERTIFICATE** – For corporations, LPs, LLC, LLPs, this certificate must be from the Secretary of State. Only sole proprietors and general partnerships may provide certificates registered with their county. **NO SUBSTITUTES.**
- D.** **SURETY BOND (MOTOR VEHICLE AND MOTORCYCLE DEALERS)** – attach the ORIGINAL. **THINGS TO LOOK OUT FOR:**
- DEALER MUST SIGN AND DATE BOND.**
 - Effective dates should be for at least one year, and begin on the first day and expire on the last day of the month.
 - Must be issued in the EXACT name of the applicant/business and must include the DBA, if used. Examples:
 - a. John Doe (sole proprietor)
 - b. John Doe DBA Doe Autos (sole proprietor with a DBA)
 - c. John Doe and George Buck, DBA Buck'n Doe Autos (partnership with a DBA)
 - d. John Doe, Inc. (corporation)
 - e. John Doe, Inc. DBA Doe Autos (corporation with a DBA)
 - Include ORIGINAL power of attorney from bonding company.
 - Must use approved format and be in proper amount (\$25,000)
 - Physical address must be shown entirely and correctly (street number, street name, state, and Zip code must be included and must be **ABSOLUTELY CORRECT**).
 - Physical addresses of all supplemental locations must appear on bond.
 - Bond must have embossed, raised, or colored seal.
- E.** **CERTIFICATE OF INCORPORATION, ORGANIZATION, PARTNERSHIP, ETC.** – if applicable.
- F.** **SUMMARIES OF BUSINESS BACKGROUND AND EXPERIENCE** - cover the last eight years for each of the principal owners, the principal operator, and the general manager of the business.
- G.** **PHOTOGRAPHS** – Overall appearance of the building and lot from across the street. Must include display space if required.
 - Office areas where sales are finalized.
 - Signage (permanently posted, with letters at least 6 inches high, **visible from street**).
 - Business hours (posted near main entrance, showing days and hours of operation. If more than one dealer at location the hours must include dealer name).
- H.** **CURRENT LEASE OR OWNERSHIP DOCUMENTS FOR THE PROPERTY.** Acceptable documents include:
 - Complete and current lease showing the physical address, the dealer or dealership as tenant or lessee, valid for at least one year [from the date of the application], and signed by both tenant (lessee) and landlord (lessor).
 - A copy of the property deed in the dealer's or business name, properly identifying the physical address of the property.
 - A current tax receipt showing the physical address and dealer's or business name.
 - If subleasing, provide lessors lease and landlord's consent to the sublease.

If your documents describe the property by lot/block number, attach a statement certifying that the property description and the physical address are the same.

- I.** **MAP** – attach a map (photocopied, hand-drawn or computer generated) pinpointing dealer location(s), including supplemental locations, if any, with nearest major intersections identified.
- J.** **SUPPLEMENTAL LOCATIONS** - Attach photos showing business name signage, office, business hours and overall photo from across the street to include building and display area. Attach proof of occupancy (lease, deed, tax receipt). Physical address must also be listed on the security documents.
- K.** **FEES** – Mail application and all attachments to:

CREDIT CARD:

Complete "Credit Card Form" (enclosed)
Mail to:

Texas Department of Transportation
Motor Vehicle Division
P. O. Box 2293
Austin, TX 78768-2293

CHECK OR MONEY ORDER:

Make check payable to "Texas Department of Transportation"
Mail to:

Texas Department of Transportation
Motor Vehicle Division
P. O. Box 13044
Austin, TX 78711-3044

**REMEMBER: MISSING, INCOMPLETE, OR INACCURATE INFORMATION MAY DELAY
PROCESSING OF YOUR APPLICATION. DO NOT MAIL YOUR APPLICATION UNTIL
YOU HAVE DOUBLE-CHECKED ALL ITEMS.**