

DEALER AND LESSOR-RETAILER LICENSE MODIFICATION

MODIFICATION		FORMS	ADDITIONAL REQUIREMENTS	*FEE	
Main Location	Change of Address	NEW	A copy of your lease, proof of property ownership, or rental agreement, BOE Permit, Fictitious Name Statement, location photos, and City/County Business License all of which must indicate the new address, and meet all signage requirements.	\$70	
		USED			
LESSOR-RETAILER					
	Close Main Location	OL 79C	Out-of-Business unless moving main location business activity to an existing branch location	NO FEE	
Branch Location	Add A Branch Location	NEW	A copy of your lease, proof of property ownership, or rental agreement, BOE Permit, Fictitious Name Statement, location photos, and City/County Business License all of which must indicate the new address, and meet all signage requirements.	\$70/\$300	
	Change An Existing Branch Location	USED			
		LESSOR-RETAILER			
	Closed A Branch Location	OL 79C	Must be submitted to a local inspection office within 10 days	NO FEE	
Temporary Branch	Display Only	No on site sales activity & less than 30 days	No APPLICATION REQUIRED	Lease agreement and signage must comply with all regulatory and statutory requirements.	NO FEE
	On-Site Sales Activity	NEW	Auto, MC, ATV, Trailers & Snowmobile	Must provide a lease agreement or promoter contract.	\$70
			RV	Must provide a lease agreement or promoter contract, a Board/Market Area Franchise Notice is required. Applies to 10 or more RV Dealers within a ten mile market area (see CVC 507)	
	USED and LESSOR-RETAILER	OL 73	Must provide a lease agreement or promoter contract.		
Establish or Change Your Mailing Address		OL 4000			
US Postal Service mandated firm address change		OL 21, OL 124	MUST NOT involve relocation to a new address. A copy of the BOE Permit, and City/County Business License that indicate the new address, compliance with all signage requirements and a copy of the Postal Service Notice must also accompany the OL 21 form. An OL 124 must also be provided if selling new vehicles.	NO FEE	
Change Business Name (Doing Business As)	NEW	OL 21, ADM 9050 OL 73C and or a OL 124	Bond Rider, a new BOE Permit, City/County Business License, Fictitious Name Statement, and signage must comply with all regulatory and statutory requirements.	\$70	
	USED and LESSOR-RETAILER	OL 21, ADM 9050	Bond Rider, a new BOE Permit, City/County Business License, Fictitious Name Statement, and signage must comply with all regulatory and statutory requirements.		
Vehicle Category (Auto, RV., Motorcycle, etc.) CATEGORY TYPES ARE PRINTED ON EACH LICENSE	A D	NEW	OL 21 OL 73C and or a OL 124	Must provide a Manufacturer's Letter of Approval and Board/Market Area Franchise Notice and include New Motor Vehicle Board fee.	\$300
		USED and LESSOR-RETAILER	OL 21		
		REMOVE A CATEGORY	OL 21	NOTE: At least one category of vehicle must remain	NO FEE
Change License Type	New to Used		OL 21	Surrender all new Report of Sale forms to your local inspector	
	Used to New		OL 21 OL 73C and or a OL 124		\$300
	To Wholesale Only		OL 21, Optional OL 25B	Surrender new and/or used Report of Sale forms to your local inspector. The \$50,000 surety bond may be replaced with a \$10,000 surety bond, form OL 25B . If the downgrade is short term the dealer may choose not to change the bond.	NO FEE
	From Wholesale Only		OL 21	Must submit an OL 25 (\$50,000 bond if not already in place)	
	To Lessor-Retailer		OL 21		
	Autobroker Endorsement	ADD	OL 21	Must submit an OL 25 (\$50,000 bond if not already in place)	\$100
REMOVE		OL 21		NO FEE	

Deceased Owner		OL 29B , ADM 9050	Must submit a Court Appointment as executor/administer, a DMV 8016, a Bond Rider and a certified copy of the death certificate. Once all requirements are satisfied DMV will issue a one year Certificate of Convenience (see CVC 11720).	NO FEE
Change Your True Full Name		OL 12 , OL 21 , OL 29B , ADM 9050	Copy of your driver license or other official documents that substantiate the legal name change, BOE Permit, and City/County Business License.	
LINE-MAKE New Auto / RV Only	Addition of line-make to an existing established location and other same line-make dealers are <u>within a ten mile radius</u>	OL 21 , OL 124	Must provide a Manufacturer's Letter of Approval and Board/Market Area Franchise Notice	NO FEE
	Addition of line-make to an existing established location and other same line-make dealers are <u>outside a ten mile radius</u>	OL 21 , OL 124	Must provide a Manufacturer's Letter of Approval	
	Establish or relocate a satellite warranty facility from same line-make dealer	No APPLICATION REQUIRED	Board/Market Area Franchise Notice is required if your facility is within 2 miles of a same line-make dealer.	

*CVC 3077 and 9262

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