

810-5-12-.01 Application for New and Used Motor Vehicle Dealer, Motor Vehicle Wholesaler, and Motor Vehicle Rebuilder Licenses –Application for Off- site Sales Event.

(1) All new and renewal regulatory license applications for new motor vehicle dealers, used motor vehicle dealers, motor vehicle wholesalers, and motor vehicle rebuilders shall be filed electronically.

(a) The applicant shall provide the following information on the application:

1. Legal name of business and trade name or DBA (if applicable) and mailing address

2. Physical address(es) of business and telephone number(s)

3. Form of organization

(i) Individual,

(ii) Partnership,

(iii) Limited Liability Company (LLC),

(iv) Limited Liability Partnership (LLP), or

(v) Corporation

4. Federal Employer Identification Number (FEIN) – not required for individual owners

5. Type of regulatory license(s) requested:

(i) New motor vehicle dealer, as defined in §40-12-390, Code of Alabama 1975 must provide name(s) of manufacturer(s) or distributor(s) and line(s) that applicant is authorized to represent

(ii) Used motor vehicle dealer, as defined in §40-12-390, Code of Alabama 1975

(iii) Motor vehicle wholesaler, as defined in §40-12-390, Code of Alabama 1975

(iv) Motor vehicle rebuilder, as defined in §40-12-390, Code of Alabama 1975

6. State sales tax number (new and used motor vehicle dealers only)
7. Number of motor vehicles sold during the previous calendar year
8. Name, resident home address, home telephone number, driver license number or non-driver identification card number and state of issuance and social security number for all owner(s), partners, members, officers and directors.
9. Email address of person completing application (notice of regulatory license issuance or notice or request for additional information will be sent to this email address)

(b) The applicant shall electronically submit the information required in section (1) (a) of this rule and pay the twenty-five dollar (\$25) application fee(s) as required by §40-12-392, Code of Alabama 1975, and any applicable five dollar (\$5) fee(s) for supplemental locations as provided for in §40-12-395, Code of Alabama 1975.

(c) The Department will provide an application receipt that must be printed and mailed to the Department along with the following documents in order to complete the application:

1. Properly executed surety bond in the sum of twenty-five thousand dollars (\$25,000) as provided in §40-12-398, Code of Alabama 1975. **Note: There will be one bond for dealers and designated agents.** The continuous bond shall be submitted with the initial application. The Department must be notified of any change in the status of the bond.
2. Evidence of blanket motor vehicle liability insurance coverage as provided in §40-12-392, Code of Alabama 1975, for business and inventory vehicles for the new license application or license renewal period if evidence of insurance cannot be verified electronically.
3. A copy of the driver license or non-driver identification card for all owner(s), partners, members, officers and directors.
4. A photograph of the motor vehicle dealership and principal sign displayed and situated on the dealer's permanent location or locations, as defined in §40-12-392, Code of Alabama 1975, apprising the public that a retail motor vehicle sales business is being conducted at said location. Any new and/or used motor vehicle dealer having more than one location shall submit a photograph for each location. The photograph shall be of such visual quality and size that a reasonable viewer of the photograph could discern all lettering appearing on the sign or signs. Note: A photograph shall only be required for the initial new motor vehicle dealer or used motor vehicle dealer regulatory license application and shall not be required for renewals unless the sign or location has been modified or changed.

(d) The sign must meet the following requirements:

(i) The sign shall use the name under which the applicant is licensed, and, should this name not clearly identify the applicant as a seller of new and/or used motor vehicles, then a supplemental sign shall be attached, and state, in letters not less than six inches high, "used motor vehicle dealer" and/or "new motor vehicle dealer."

(ii) The sign must be of sufficient size to be legible from the street fronting the display area, or from a distance to fifty yards, whichever is greater, so as to apprise a reasonable consumer that a retail motor vehicle sales business is being conducted at said location.

(iii) This sign may be free standing or attached to the face of a building, and shall be erected at the location stated on the regulatory license application.

(e) To establish a permanent location, an applicant must demonstrate to the department the satisfaction of at least three (3) of the following:

1. If the applicant is an individual, that his or her driver's license or non-driver identification card is issued by Alabama.

2. If the applicant is a corporation, partnership, LLC or LLP that it is incorporated in Alabama or registered to conduct business in Alabama as a foreign corporation.

3. If the applicant is a corporation, that the principal owner is a resident of Alabama.

4. The applicant has filed an Alabama income tax return for the previous tax year.

5. The applicant has paid real estate or personal property taxes to Alabama.

6. The applicant receives utility bills in Alabama in its name.

7. Other factors that clearly evidence the applicant's legal residence in Alabama.

(f) A permanent location does not include the following:

1. A shared or common space with other tenants.

2. Space rented by the hour or day.

3. Cubicles.

4. Temporary, virtual or rotating office spaces.
5. More than one (1) dealer under the same roof.

(g) When retail sales are conducted from a residence, the location must be properly zoned for business.

(h) Upon review of the information provided in the application and accompanying documents, the Department will issue the appropriate license(s) with a unique regulatory license number and notify the applicant by email of the issuance and provide a method for the licensee to electronically print the license. The Department will notify the applicant by email or first class mail if additional information is required and by first class or certified mail if the application is refused. Additional information may include any documentation deemed necessary by the Department to verify any of the information provided in the application and accompanying documents.

(2) Off-Site Sales Event

(a) A licensed motor vehicle dealer shall electronically apply for an off-site sales event license, as defined in § 40-12-395, Code of Alabama 1975, at least one (1) calendar day prior to conducting the off-site sale. Dealers may not participate in more than 3 off-site sales events per license year. The motor vehicle dealer shall provide the following information on the application:

1. Legal name of business, trade name or DBA (if applicable) and mailing address,
2. Physical address(es) of business,
3. Regulatory license number,
4. Off-site sales event location address, and
5. Beginning and ending dates of off-site sales event. The sales event cannot exceed 10 consecutive calendar days in duration.

(b) The applicant shall pay the twenty-five dollar (\$25) application fee as required by §40-12-395, Code of Alabama 1975, electronically.

(c) Upon review of the information provided and approval of the application, the Department will issue an off-site sales event license and notify the applicant by email of the issuance and provide a method for the licensee to electronically print the license. The Department will notify the applicant by email or first class mail if additional information is required and by first class or certified mail if the application is

refused.

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Authority: Sections 40-2A-7(a)(5), 40-12-392, 40-12-395 and 40-12-398, Code of Alabama 1975

History: New rule: Filed June 27, 2012, effective August 1, 2012.

Amended: Filed October 27, 2014, effective December 1, 2014.

Amended: Filed November 30, 2015, effective January 4, 2016.