

## Applicant Questionnaire for the Licensing of Dealers, Transporters, Loaners or Recyclers

Type:

- New Application   
  Additional License Type   
  Annex Location   
  Secondary Location  
 Change of Status   
  Change of Location   
  Other (Specify) \_\_\_\_\_

Owner Name \_\_\_\_\_ Phone Number \_\_\_\_\_

Business Name \_\_\_\_\_ Phone Number \_\_\_\_\_

Business Physical Location \_\_\_\_\_

City or Town \_\_\_\_\_ Zip Code \_\_\_\_\_

Business Mailing Address \_\_\_\_\_

City or Town \_\_\_\_\_ Zip Code \_\_\_\_\_

What type of business are you licensing? \_\_\_\_\_

**Section I: Please answer each question by check marking either Yes or No.**

1. Is there now or was there previously a licensed dealership at your location?  Yes  No  
 If Yes please supply name of dealership: \_\_\_\_\_  
 If Yes, were you an owner of this dealership?  Yes  No
2. Is there any other business at this location?  Yes  No  
 If Yes, what is the name and type of this business? \_\_\_\_\_
3. Do you own that business?  Yes  No
4. What days and hours is your business open? \_\_\_\_\_  Yes  No
5. Do you currently have ownership in any other dealership?  Yes  No  
 If Yes, please list the dealership(s) name and license types and numbers:  

| <u>Dealership(s) Name</u> | <u>License Type &amp; Number</u> |
|---------------------------|----------------------------------|
| _____                     | _____                            |
| _____                     | _____                            |
| _____                     | _____                            |

**Section II: These questions ask about your established place of business:**

1. Is your business located in a permanently enclosed commercial building?  Yes  No
2. Is your business located on one parcel of land?  Yes  No
3. Do you own the property & buildings?  Yes  No
4. Do you lease the property & buildings?  Yes  No  
 (If Yes, enclose a copy of the lease)

**Section III: These questions ask about your display/repair area:**

*NOTE: Recyclers/Salvage only are exempt*

1. Does your business have at least 3,500 sq. ft. of display area in or adjoining the building?  Yes  No
2. Do you lease your repair facility? If so, a copy of that lease must be provided to BMV.  Yes  No
3. Do you lease your repair facility to a Maine Inspection Technician?  Yes  No  N/A
4. If you lease your repair facility, do you have a minimum 2' x 3' sign stating that any repair work done on site for the dealership will be performed by the technician leasing the space?  Yes  No  N/A
5. Does the sign contain the technician's address and telephone number?  Yes  No  N/A
6. Do you have the tools and equipment needed to repair and service vehicles properly?  Yes  No
7. Do you have an air compressor?  Yes  No
8. Do you have a hydraulic jack or lift?  Yes  No
9. Do you have a full set of mechanics tools?  Yes  No
10. Does the owner or an employee work as a mechanic at least 30 hrs. per week?  Yes  No

**Section IV: These questions ask about your business office:**

- 1. Do you have an office with at least 64 sq. ft. to keep records and conduct business?  Yes  No
- 2. Is your office heated?  Yes  No
- 3. Does your office have at least 1 desk, 2 chairs, and a filing cabinet?  Yes  No
- 4. Is your office completely enclosed by floor to ceiling construction?  Yes  No
- 5. Is your office separate from any living quarters?  Yes  No
- 6. Is your office located in or adjoining your business building?  Yes  No

**Section V: These questions ask about your business sign:**

- 1. Is your business identified by an exterior sign?  Yes  No
- 2. Is the sign permanently affixed to land or building?  Yes  No
- 3. Is the sign readable at a distance of 200 feet?  Yes  No
- 4. Is the sign at least 12 square feet in size?  Yes  No
- 5. What does the sign say? \_\_\_\_\_

**Section VI: If you are applying for a recycler dealer license, you must also complete the last set of questions by checking Yes or No to each question below.**

- 1. Is there a storage area in or adjoining the building?  Yes  No
- 2. Is the business within 1,500 feet of a state or federally owned cemetery?  Yes  No
- 3. Did your salvage yard exist before December 5, 1983?  Yes  No  
If No, what date did your salvage yard begin? \_\_\_\_\_
- 4. Is this an expansion of an existing salvage yard?  Yes  No
- 5. Do you maintain a business inventory of all vehicles, component parts, body, chassis, or transmissions that are received or disposed of as required by law?  Yes  No

5a. Explain your record keeping procedures: \_\_\_\_\_  
\_\_\_\_\_

- 6. Are you currently a licensed dealer in Maine?  Yes  No
- 7. Are you currently a licensed dealer in any other state?  Yes  No

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|                        |       |      |
|------------------------|-------|------|
| Signature of Applicant | Title | Date |
|------------------------|-------|------|

**Notarization Required**

Before me personally appeared \_\_\_\_\_, who by me being duly sworn under oath says that the statements set forth above are true and correct.

Sworn to and subscribed before me at \_\_\_\_\_, Maine, on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

Notary Public \_\_\_\_\_

My Commission Expires: \_\_\_\_\_