



## CHECKLIST FOR DEALER/WHOLESALE APPLICANTS

### FAILURE TO SUBMIT A COMPLETE PACKET WILL RESULT IN THE REJECTION OF YOUR APPLICATION.

The following checklist is being provided to ensure your application is not missing any information. We strongly recommend that you use this document to aid you in completing the application packet. Should you need additional forms or need to verify the correct fee you may download all forms from our website: [www.colorado.gov/revenue/enforcement](http://www.colorado.gov/revenue/enforcement)

#### Review the requirements below to determine if you Qualify for a Dealer/Wholesaler license:

The Dealer Board requires a **net worth of at least \$50,000.**

AID will obtain a credit bureau report from Experian. This report is an indicator of an applicant's financial fitness. The Dealer Board requires a **score of at least 600 for each applicant.**

It is suggested that if you are not sure of your score that you contact Experian to run your own credit report.

If derogatory information appears, it must be resolved or explained in an attachment to your application.

Background check: a background check will be done on every applicant. If the applicant has ever been arrested, charged with, convicted of or pled no contest to any felony or misdemeanor crime in the past ten years, excluding traffic violations, supporting court documents must be included with the application.

- Pre-Licensing Education Program Certificate is required** – See website to confirm if this requirement applies to you: [www.colorado.gov/revenue/enforcement](http://www.colorado.gov/revenue/enforcement)
- Application (DR 2109)** – Complete all requested information sign and date.
- Addendum (DR 2109B)** – Each owner, partner, LLC/LLP member, stockholder (5% or more), director or officer must answer all yes/no questions on the addendum and sign on the signature line.
- Bond** – Full legal name and DBA must appear on the “principal line,” the bond amount is for \$50,000 and needs to be signed by owner or partner, corporate officer or LLC member.
- Financial Statement** – A financial statement is required for each owner or member. If filing as a corporation or LLC a financial statement is also required. Proformas are acceptable. We must know how the corporation or LLC will be funded. All financial statements must be completed on the DR 2114. No other financial statement forms will be acceptable. **Please do not mix your personal assets and liabilities with the corporation or LLC. The corporation or LLC must have its own assets/liabilities.**
  - When using “cash in banks,” please provide bank statements as verification on the dollar amount that is being entered on the form.
  - When using marketable securities, please provide a statement of the dollar amount that is being entered on the form.

- When using real estate, we must have the complete address of the property and proof of ownership such as the property tax statement.
- When using motor vehicles, please submit title or registration that appears in the names of the applicants.

**Business documents** – If filing as a:

**Limited Liability Company/Limited Liability Partnership/Corporation:** A copy of the Articles of Incorporation as filed with the Colorado Secretary of State's Office must be attached. If doing business in a name other than the corporate name, attach a copy of the Certificate of Assumed or Trade Name. If foreign corporation, submit a copy of Certificate of Authority to do business in Colorado.

**Partnership:** A signed copy of the Partnership of Agreement must be attached to the application.

Note: You may visit the Secretary of State's web site at [www.sos.state.co.us](http://www.sos.state.co.us) for further information.

- Trade Name** – A business or an individual transacting business in the State of Colorado under a name other than the person's true name is required to file a trade name with the Secretary of State's Office. You may file the trade name electronically through the Secretary of State's web site: [www.sos.state.co.us](http://www.sos.state.co.us) Please include a copy of the filed name in your packet.
- Place of Business Affidavit** – Boxes under New/Used/Auction Dealers must be completed by any dealer doing retail business; Residence phone number must be given under Wholesalers doing wholesale business. Photos as required.
- Franchise Agreement** – If applying as a franchised dealer please ensure that the manufacturer is licensed to do business in Colorado. You may ask them for a copy of their license or contact our office. If the manufacturer is licensed **you must provide a letter of intent followed by the final franchise/dealer agreement with your application. The agreement must state the type of vehicles and makes you are authorized to sell.**
- Dealer Plate Affidavit** – Form is complete and signed.
- License Fee (DR 2246)** – Check should be made payable to the Department of Revenue.
- License Law Exam (DR 2339)**– Each owner or corporate member must have completed and submitted the "Mastery Test" or they must be currently licensed as a dealer or salesperson.
- Exam Affidavit (DR 2097)** – Affidavit must be filled out and signed.
- Sales Tax License** – (Colorado Business Registration Form CR 0100) a Colorado sales tax account number or a copy of the sales tax license must be provided as well as proof of trade name registration.
- Affidavit (DR 4679)** – For lawful presence in the US. Not required for corporations, LLC or LLP.
- Copy of identification** – For each owner to prove lawful presence. Please review emergency rules in order to understand what constitutes "Proof of Lawful Presence."  
[www.colorado.gov/revenue/enforcement](http://www.colorado.gov/revenue/enforcement)