STATE OF COLORADO
DR 2167 (05/05/11)
COLORADO DEPARTMENT OF REVENUE
www.colorado.gov/revenue/enforcement

AUTO INDUSTRY DIVISION
1881 Pierce St # 112
Lakewood CO 80214
303-205-5604
dealers@spike.dor.state.co.us

NOTICE OF OWNERSHIP CHANGE

NOTIFICATION REQUIREMENT

When a licensed dealer transfers to any one individual any percentage amount of the ownership or membership interest of the corporation, limited liability company or limited partnership, the dealer must report it to the Dealer Board within 10 days of such transfer. This reporting requirement does not apply to dealers currently licensed as public corporations subject to the Securities and Exchange Act of 1934. {Reference Regulation 12-6-104(3)(g) C.R.S.}.

FEE

See the Fee Schedule for the current year. Checks may be made payable to the Colorado Department of Revenue. Licensing fees are subject to change on July 1st of each year.

INFORMATION TO BE REPORTED

To report any ownership change, use your organization's business letterhead to provide the notification. A corporate officer, LLC manager or partner must sign this notification.

If ownership interests is being transferred to a current owner, provide the "before and after" ownership percentages and the effective date of transfer. The notice should also indicate that the bonding company has been made aware of the transfer.

If ownership is being transferred to a new owner or owners, the notice must provide the following information:

1. A list of the owners and their percentages before and after the change and give the effective date of the transfer. In the case of a corporation, a copy of the corporate minutes acknowledging the change must be provided.

2. Provide the new owner's full legal name, residence address, date of birth, social security number and employment history for the last five years.

3. If the new owner has ever been arrested, charged with, convicted of or pled no contest to any felony or misdemeanor crime in the past ten years, full details **must** be provided in an attachment, including type of crime, date, place of conviction, sentence received, etc. Supporting documents **must** be signed by the new owner and **must** be included with the notice.

   A license shall not be granted to any applicant that has been convicted within the last ten years of a felony in violation of Articles 3, 4, or 5 of Title 18, C.R.S., or any similar crime under the federal law or the law of any other state. Examples include assault, theft, robbery, trespass, forgery and fraud by check.

   If there have been no arrests, charges, convictions or no contest pleads, a statement to that effect must be provided in the notification.

4. If the new owner has ever had a dealer or salesperson license or any other occupational license (excluding a driver license) subjected to disciplinary action, such as revocation, suspension, fine, probation, restrictions, etc., full disclosure must be provided in an attachment to the notice. The new owner must sign the attachment.

   If there has been no disciplinary action against any occupational license, a statement to that effect must be provided in the notification.

5. If the new owner has filed for bankruptcy, full disclosure and supporting documentation regarding the circumstances must be provided in an attachment to the notice. The new owner must sign the attachment. If there has been no bankruptcy, a statement to that effect must be provided in the notification.

6. An attachment stating that the bonding company has been informed and that the bond remains in full force must be provided in the notification.

WHEN NEW OWNER IS AUTHORIZED TO SELL

If the new owner will be one of the two owners authorized to sell under the dealer license and bond, the notification must indicate which present or former owner is being dropped from the license. A new owner authorized to sell must pass the mastery exam unless the owner has a valid Colorado dealer or salesperson license.

DEALER BOARD DISCRETION

When ownership is being transferred to a new owner, the Dealer Board may request a financial statement on the licensed entity as of the date of transfer. A background investigation, including a credit bureau check, of the new owner may be conducted to determine fitness of such owner.

WHERE TO SEND THE NOTIFICATION

The required ownership transfer notification and attachments may be mailed to:

Colorado Department of Revenue
Auto Industry Division
Denver, CO 80261-0016

or

hand delivered to:

1881 Pierce Street #112
Lakewood, CO

ADDITIONAL INFORMATION

For additional information about the requirements contact the Auto Industry Division at:

303-205-5604

The Division Internet homepage has information available for consumers and dealers:

www.colorado.gov/revenue/enforcement