

Additional Location Affidavit

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| Instructions | | | | | |
| Please complete this form and return it to the above address with a check payable to the Colorado Department of Revenue. The additional location must operate in the same licensed name as the main location. (Do not use this form if the location will operate in a different DBA. An original application, bond, and fee will be required for the new DBA.) | | | | | |
| Special Note: If the qualifications listed below are met, the additional location license will be mailed to the primary place of business for verification of the information on the license. If correct, the dealer should forward it to the additional location for conspicuous posting as required by law. | | | | | |
| Check one: <input type="checkbox"/> Motorvehicle Dealer (2525) <input type="checkbox"/> Powersports Dealer (2616) | | | | | |
| Dealer's Licensed Name | | Dealer Number | | Dealer Email | |
| Primary Location Address | | City | | State | ZIP |
| 1. I hereby notify the Board of the following additional location | | | | | |
| Street | | City | | County | State ZIP |
| | | | | Business Phone Number () | |
| 2. The desired opening date is: | | | | | |
| 3. The additional location is owned/leased by the licensed entity. <input type="checkbox"/> Owned <input type="checkbox"/> Leased | | | | | |
| If leased, from whom (<i>name and address</i>) | | | Lease start date | | Lease expires |
| 4. I certify that the place of business listed above meets or will meet all the following requirements under Dealer Law and Regulations as of the date of licensing. (<i>A box for each numbered requirement must be checked or the application will be rejected or delayed.</i>) | | | | | |
| 1. <input type="checkbox"/> Permanent enclosed office large enough to accommodate dealer's office | | 8. <input type="checkbox"/> Used for dealer business | | 9. <input type="checkbox"/> Property owned or <input type="checkbox"/> leased | |
| 2. <input type="checkbox"/> Books & records stored safely and available for inspection | | 10. <input type="checkbox"/> Permanent sign in place or <input type="checkbox"/> temporary sign in place with permanent sign ordered | | 11. <input type="checkbox"/> Sign displays licensed name (<i>DBA</i>) | |
| 3. <input type="checkbox"/> Electrical service | | 12. <input type="checkbox"/> Sign's letters are at least 6 inches high | | 13. <input type="checkbox"/> Sign is visible to the major avenue of traffic | |
| 4. <input type="checkbox"/> Adequate sanitary facilities (<i>restrooms</i>) | | 14. <input type="checkbox"/> Location photos attached: Four photos are required showing a full view of the lot and sign from across the street (<i>at least 100 feet displaying the entire building and lot</i>). One close-up photo of the office building and sign. A photo of the rest room and one photo of the inside of the office. | | | |
| 5. <input type="checkbox"/> Space to display one or more vehicles | | 6. <input type="checkbox"/> Hours of operation posted and open at least 3 days per week for a continuous four hours per day between 8 a.m. and 9 p.m. Please indicate days and hours of operation | | | |
| 7. <input type="checkbox"/> Complies with local zoning requirements. | | | | | |
| I declare under penalties of perjury in the second degree (<i>Class 1 Misdemeanor</i>) that the above information is true and accurate. I realize that my place of business is subject to inspection and any false statements regarding the above requirements could subject my license or application to denial, suspension or revocation. I, as owner, co-partner, LLC member/manager, or corporate officer have authority to sign this request. | | | | | |
| Signature (<i>owner, partner, LLC member/manager, or corporate officer</i>) | | | | | Title |
| Printed Name | | | | | Date |
| For Office Use Only | | Effective Date | | Process Date | |
| | | | | Fee Required & Submitted | |
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