

# Application for Change of Location

**Check Type Of Change**

- Primary location change  
 Additional location change

**Check Applicable Box**       Motor Vehicle Dealer (2575)       Powersports Dealer (2617)

**Instructions:**  
 The Motor Vehicle Dealer Board requires an application and fee for any location change to be submitted prior to the actual date of the change. Failure to provide proper notification may result in an additional late filing fee. Please complete this application and return it to the above address with a check made payable to the **Colorado Department of Revenue**.

Dealer Licensed Name		Dealer Number	Business Phone Number (    )	
Current Licensed Address		City	State	Zip
Email Address				

**1. I hereby request a change of license location to:**

Street Address	City	County	State	Zip	Business Phone Number (    )
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**2. Desired date of change (MM/DD/YY)**      **3. The new location is owned/leased by the licensed entity:**  
 Owned       Leased

**If leased, from whom:**

Name of Lessor

Street Address	City	State	Zip
Lease Start Date (MM/DD/YY)	Lease Expires (MM/DD/YY)		

**4. Is the mailing address for the new location different?**  
 If yes, please indicate address below:       Yes       No

Street Address	City	State	Zip
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**5. If there is an existing motor vehicle dealer at this location, provide the dealer name and dealer license number:**

Dealer Name	Dealer License Number
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**New/Used/Auction Dealers: Complete this section**

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. **(A box for each numbered requirement must be checked or the application will be rejected or delayed.)**

1. <input type="checkbox"/> Permanent enclosed office large enough to accommodate dealer's office 2. <input type="checkbox"/> Books and records stored safely and available for inspection 3. <input type="checkbox"/> Electrical service 4. <input type="checkbox"/> Adequate sanitary facilities ( <i>restrooms</i> ) 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 8am and 9pm.  Please indicate days and hours of operation:  7. <input type="checkbox"/> Complies with local zoning requirements.	8. <input type="checkbox"/> Used exclusively for dealer business 9. <input type="checkbox"/> Property owned or <input type="checkbox"/> Leased 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 (DBA) 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 14. <input type="checkbox"/> Location photos attached: Four photos are required showing a full view of the lot and sign from across the street (at least 100 feet displaying the entire building and lot). One close-up photo of the office building and sign. A photo of the restroom and one photo of the inside of the office.
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**Wholesalers: Complete this section**

I am applying as a wholesaler and certify that I have the required office to conduct my business at the above location.	My residence phone number is: (    )	Email Address
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**All Applicants: Read, sign and date this section**

I declare under penalties of perjury in the second degree (Class 1 Misdemeanor) that the above information is true and accurate. I realize that my place of business is subject to inspection and any false statement 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 (owner, partner, LLC member/manager, or corporate officer)	Title	Date (MM/DD/YY)
Printed Name		Date (MM/DD/YY)

<b>For Office Use Only</b>	Effective Date (MM/DD/YY)	Process Date (M/DD/YY)	Fee Required & Submitted \$
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