

MICHIGAN DEPARTMENT OF STATE  
Licensing Unit  
Lansing, Michigan 48918  
1-888-SOS-MICH (1-888-767-6424)  
Fax (517) 335-2810  
[www.Michigan.gov/sos](http://www.Michigan.gov/sos)

DEPARTMENT USE ONLY:

Approved: \_\_\_\_\_

By: \_\_\_\_\_

## VEHICLE DEALER LICENSE CHANGE OF NAME AND/OR CHANGE OF ADDRESS APPLICATION

### 1. INDICATE THE CHANGE YOU WISH TO MAKE:

- Change of business NAME (Complete Items 2, 3, and 7)
- Change of business ADDRESS (Complete all items except Item 3)
- Both changes (NAME and ADDRESS) (Complete entire form)

### 2. CURRENT BUSINESS NAME AND DEALER LICENSE NUMBER

\_\_\_\_\_  
Current Business Name

\_\_\_\_\_  
Dealer License Number

### 3. NEW BUSINESS NAME

Enter your new business name in the blank below. Corporations and limited liability companies using assumed names must fill in the blank as follows: business name d/b/a assumed name.

\_\_\_\_\_  
**Note:** A corporation or limited liability company changing its business name must attach a copy of the amendment to the articles of incorporation or creation document. A corporation or limited liability company using an assumed name must attach a copy of the assumed name filing. In either case, contact the Michigan Department of Consumer and Industry Services, Corporations Division. Individual owners and partnerships must attach a copy of the county assumed name filing from the county clerk's office.

### 4. NEW BUSINESS ADDRESS, TELEPHONE NUMBER AND BUSINESS HOURS

Note: Rural Route or Post Office box numbers alone are inadequate. The actual location must be identified.

\_\_\_\_\_  
Street City County Zip Code

\_\_\_\_\_  
Area Code and Telephone Number Area Code and Fax Number E-mail Address

Business Days and Hours \_\_\_\_\_

(Class A and Class B dealers must maintain business hours of not less than 30 hours per week.)

### 5. ZONING/MUNICIPALITY APPROVAL

A change of address requires the completion of a zoning approval form and a municipality approval form. Contact the Licensing Unit at 1-888-SOS-MICH (1-888-767-6424) to obtain either of these forms or visit our website at [www.michigan.gov/sos](http://www.michigan.gov/sos), "Services to Businesses", then "Publications and Forms", then "Dealer Zoning Approval Form".

A vehicle dealer surety bond rider is required for each change of name and/or address. Contact your insurance agent to obtain a surety bond rider. Individual owners and partnerships must also attach a copy of the new county assumed name filing from the county clerk's office, if the change of address is for a new county.

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6. **SERVICE FACILITIES** (Class "A" and "B" Dealers Only)

The Michigan Vehicle Code requires class "A" and "B" dealers to have adequate servicing facilities. You satisfied this requirement for your original license either by being registered as a repair facility or by contracting with a registered repair facility. If you intend to open a new repair facility at this location or will be entering into a new agreement with a registered repair facility, contact the Licensing Unit at 1-888-SOS-MICH (1-888-767-6424) for instructions. The servicing facility must be located within 10 miles of the dealership's established place of business.

Please check one of the following:

- The service agreement originally filed is still in effect.
- I am registered as a repair facility and there will not be a change in its location.
- I am moving my registered repair facility to a new location and have attached a written notice of this change.
- I am applying for a repair facility registration for this location.
- I am attaching a copy of a service agreement with a registered repair facility.

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7. **STATEMENT - READ CAREFULLY BEFORE SIGNING**

I certify that the statements contained in this application are true and that I, as owner, partner, or an officer or director of the corporation, or member of a limited liability company, have authority to sign this application and to make the statements contained herein. I understand that any misleading, incomplete, or false statement shall be grounds for denial of this application or the suspension or revocation of my license.

I stipulate and agree that any legal process affecting this business served on the Secretary of State or his/her deputies shall have the same effect as if personally served on me and all other owners of this business, if any. I further agree that this appointment shall remain in force as long as any liability of this business remains outstanding within the State of Michigan.

I/we hereby certify that the business named in this application maintains, and will maintain once a license is issued, an established place of business. **For a class A & class B dealer, an established place of business means the following:** The premises must contain a permanently enclosed building or structure either owned, leased, or rented by a dealer, which is not a residence, tent, temporary stand, or any temporary quarters; the building or structure is required to be continuously occupied in good faith for the purpose of selling, buying, trading, leasing, or otherwise dealing in motor vehicles; all books, records, and files necessary to conduct the business of a Class A or Class B dealer must be maintained in the building or structure; A building or structure housing an office of at least 150 square feet in size, equipped with standard office furniture, working utilities, a working restroom, and a working telephone listed in the name of the business on the dealer's license; Land space of no less than 1,300 square feet to accommodate the display of a minimum of 10 vehicles of the kind and type that the dealer is licensed to sell and an additional 650 square feet for customer parking.

The display and customer parking areas must be adequately surfaced and well lit during business hours; An exterior sign displaying the name of the dealership that is permanently affixed to the building or land with letters clearly visible from a highway identifies the premises; Conspicuous posting of the dealer's regular hours of operation. The posted hours must be not less than 30 hours per week; The premises must contain a registered repair facility on site for the repair and servicing of motor vehicles of a type sold at the established place of business, unless the dealer has entered into a written servicing agreement with a registered repair facility at a location not to exceed 10 miles distance from the established place of business. If repairs are conducted pursuant to a servicing agreement, the servicing agreement must be conspicuously posted in the office; the premises meet all applicable zoning and municipal requirements. **For other dealer classes:** an established place of business means the place actually occupied either continuously or at regular periods where books and records are kept and a large share of business is transacted.

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Signature

Printed Name

Title

Date

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# ZONING APPROVAL

Name of Dealership: \_\_\_\_\_

Dealership Address: \_\_\_\_\_  
(street) (city) (zip)

Dealer License Number (if applicable): \_\_\_\_\_

- Class A - New Vehicle Dealer
- Class B - Used Vehicle Dealer
- Class C - Used Vehicle Parts Dealer
- Class D - Broker
- Class E - Distressed Vehicle Transporter
- Class F - Vehicle Scrap Metal Processor
- Class G - Vehicle Salvage Pool
- Class R - Automotive Recycler
- Class W - Automotive Wholesaler

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Zoning Authority:

The license(s) being applied for (checked above) would permit, but not require, all business activities described on the reverse. Please check the appropriate category below, complete the signature portion of this form, and return this completed form to the applicant.

If you have any questions or concerns, contact the Michigan Department of State, Licensing Unit, at 1-888-SOS-MICH (1-888-767-6424).

Thank you.

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- Location is **APPROVED** for dealer classification(s) checked above.
  - Location is **DISAPPROVED** because it is not properly zoned.
  - Location is **APPROVED** because there is **NO** zoning ordinance in effect.

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Signature of Zoning Authority \_\_\_\_\_ Date \_\_\_\_\_ Telephone Number ( ) \_\_\_\_\_

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Printed Name of Zoning Authority \_\_\_\_\_ Jurisdiction (City, Township, etc.) \_\_\_\_\_

**Class A (New Vehicle Dealer)** - This dealer buys and sells new vehicles under a franchise agreement or a contract with a new vehicle manufacturer.

**Class B (Used Vehicle Dealer)** - This dealer buys and sells used vehicles.

**Class C (Used Vehicle Parts Dealer) and Class R (Automotive Recycler)** - These dealers buy or otherwise acquire late model major component parts for resale, either at wholesale or at retail, and/or acquire vehicles to dismantle for the resale of their parts, selling the remains as scrap. These are the only classes which can legally buy late model distressed vehicles (salvage or scrap vehicles) or late model major component parts from insurance companies, or through auctions, brokers, or salvage pools in Michigan.

**Class D (Broker)** - This dealer "brokers" the sale of vehicles or late model major component (salvageable) parts by arranging (or offering to arrange) for the sale of the vehicles or parts between two parties. A broker **may not** take ownership of the vehicles or major component parts.

**Class E (Distressed Vehicle Transporter)** - This dealer may: 1) buy or acquire ownership of, 2) transport, and 3) sell scrapped or junked vehicles only. Vehicles may be sold at wholesale only to:

1. Used Vehicle Parts Dealers (Class C); or
2. Scrap Metal Processors (Class F); or
3. Automotive Recyclers (Class R).

This dealer may NOT dismantle vehicles or sell parts. (Note: A vehicle "crusher" is one type of distressed vehicle transporter.)

**Class F (Vehicle Scrap Metal Processor)** -This dealer processes vehicles into scrap metal by shearing, fragmenting, baling, shredding, etc. (Crushing vehicles is not considered a scrap metal process since it is not the final step before remelting.)

A scrap metal processor who acquires vehicles only from licensed dealers is not required to be licensed but must keep certain records and make them available for inspection.

**Class G (Vehicle Salvage Pool)** -This dealer engages in the business of storing and displaying damaged or distressed vehicles for insurance companies. Class G is compatible only with Class D.

**Class W (Automotive Wholesaler)** - This dealer engages in the business of buying and selling used vehicles from and to licensed vehicle dealers. A wholesaler may not buy, sell or otherwise deal in vehicles to a person other than a licensed vehicle dealer.

# MUNICIPALITY APPROVAL

Name of Dealership: \_\_\_\_\_

Dealership Address: \_\_\_\_\_  
(street) (city) (zip)

Dealer License Number (if applicable): \_\_\_\_\_

- Class A - New Vehicle Dealer
- Class B - Used Vehicle Dealer
- Class C - Used Vehicle Parts Dealer
- Class D - Broker
- Class E - Distressed Vehicle Transporter
- Class F - Vehicle Scrap Metal Processor
- Class G - Vehicle Salvage Pool
- Class R - Automotive Recycler
- Class W - Automotive Wholesaler

\_\_\_\_\_  
Municipal Authority:

The license(s) being applied for (checked above) would permit, but not require, all business activities described above. Please check the appropriate category below, complete the signature portion of this form, and return this completed form to the applicant.

If you have any questions or concerns, contact the Michigan Department of State, Licensing Unit, at 1-888-SOS-MICH (1-888-767-6424).

Thank you.

\_\_\_\_\_  
Municipality requirements may include; local building code requirements, land use requirements, sign ordinances, local licensure, etc...

- Location **MEETS** all the municipal requirements for dealer classification(s) checked above.
- Location **DOES NOT MEET** all the municipal requirements for dealer classification(s) checked above. Please list the reason(s).

Reason:

- There are **NO MUNICIPAL REQUIREMENTS** in this jurisdiction for dealer classification(s) checked above.

\_\_\_\_\_  
Signature of Municipal Authority Date ( ) Telephone Number

\_\_\_\_\_  
Printed Name of Municipal Authority Jurisdiction (City, Township, etc.)