



STATE OF MICHIGAN
RUTH JOHNSON, SECRETARY OF STATE
DEPARTMENT OF STATE
LANSING

DATE: March 31, 2017
TO: Michigan Repair Facility Owners & Mechanics
FROM: Michigan Department of State
Office of Investigative Services
SUBJECT: **NEW REQUIREMENTS FOR REPAIR FACILITIES AND MECHANICS**

Purpose of the Act

Public Act 430 of 2016 codifies Department of State Bureau of Automotive Regulation General Rules into Michigan Compiled Laws. It rescinds the current Rules that implement the Act [R 257.101 to 257.173] of the Michigan Administrative Code. Many of the definitions and provisions in those Rules will be imported into statute when the Act becomes effective **April 4, 2017**.

Consumer Information Sign Requirements

The consumer information sign must now be changed to include the following:

- Change from \$20 to \$50 the minimum amount that triggers a requirement for a motor vehicle repair facility to give a customer a written estimate before beginning repairs.

The text content and formatting of the consumer information sign has changed.

Requirements regarding the consumer information sign and an example can be located by accessing Appendix A in the Repair Facility Manual by clicking on the following link:

http://www.michigan.gov/sos/0,4670,7-127-49534_50301-123898--,00.html

The minimum sign size (28 X 24 inches) is acceptable, providing the sign contains the required and updated information.

Major Component Parts

Airbags and seatbelts were added as structural components and are now considered major component parts. This means airbag and seatbelt information must be maintained on the major component parts log. The record for late model major component parts must contain the date of purchase or acquisition of the part, a description of the part, the identification number assigned to the part, and the name and address of the person to or from which the part was purchased, acquired, or sold.

The requirement for recording the major component part of the front and rear bumpers will be updated to include front and rear bumper bars. The recording of soft front and rear bumper covers will no longer be required, but bumper assemblies, bumper reinforcements and bumper bars will still be required to be recorded in the major component log.

Written Estimate Requirements

- The minimum amount a motor vehicle repair facility may charge above the written estimate given to the customer who did not sign a special waiver changes. This amounts to a change from \$10 or 10 percent (whichever is less) to **\$50 or 10 percent** (whichever is less), before the facility must obtain consent for an excess charge.
- The minimum amount that triggers a requirement for a motor vehicle repair facility to give a customer a written estimate before beginning repairs changes from \$20 to \$50.

Parts Estimates Invoices and Written Statements

When an estimate is written or a repaired vehicle is returned to a customer the written estimate, invoice and written statement will require detailed identification of all parts that were replaced. The identification must indicate which parts are new OEM, new, used, rebuilt, OEM surplus, or reconditioned. Previous requirements for written estimates, invoices and written statements will continue to apply.

Record Keeping Requirements

The Act changes retention of records requirement from **5 to 3 years**. The repair facility owner must retain copies of each instrument, form, contract, or other document used in connection with a repair transaction for at least **3 years** after completion of the repair transaction.

US Armed Forces Veterans

The Act contains a reduced mechanic certification/trainee permit fee structure for US armed forces veterans separated from the service with an honorable discharge or under generally favorable conditions. Reduced fees apply to applications for renewal certification, replacement certificates and mechanic trainee permits.

Department Publications

The Repair Facility Manual, Department website information, and repair facility compliance training will be updated to reflect codification of the Rules and new requirements caused by the Act. Repair facility owners can expect updates via bulletins and e-mail broadcasts if they have provided the Department with valid e-mail addresses.

Contact Information for Questions

Questions can be directed to the Secretary of State website mailbox:

<http://www.michigan.gov/sos/0,4670,7-127-13162-25634--,00.html>

Questions may also be directed to the Department of State Information Center toll-free number at (888) 767-6424 8:30 a.m. to 5:00 p.m. Monday through Friday.