

INTRODUCTION

The Michigan Department of State licenses and regulates motor vehicle dealers. Michigan's Dealer Manual provides information about requirements for vehicle dealers under the *Michigan Vehicle Code* (Public Act 300 of 1949, as amended) in an easy-to-follow format. It is designed to instruct dealers about how to complete Secretary of State Forms properly and properly retain documents required as dealer records.

All vehicle dealers are expected to be familiar with the laws and rules governing their businesses. **If you have a question, check this manual first.** The Dealer Manual highlights basic requirements for Michigan dealers. It does not attempt to identify or explain every requirement of applicable law, rule, or policy.

Dealers are directed to review the Dealer Manual and familiarize their staff with its contents and information. The chapters and sections of the Dealer Manual are arranged by topic. The information in this Dealer Manual is not protected by copyright, and may be reproduced in part or in whole, as needed.

Changes in law or policy may require periodic updates to the Dealer Manual. Revised chapters are no longer mailed to licensees, but will be placed on the Michigan Department of State's website (www.Michigan.gov/sos) with revision dates for comparison.

Issues significantly impacting dealers and their businesses are typically announced in Dealer Bulletins. These resources are also available online. Please check the Department of State's website frequently to ensure your dealer resources are up to date.

NOTE: Sometimes changes in law occur before the Dealer Manual has been updated. If a contradiction appears between the language of this manual and the language of the Michigan Compiled Laws, the Michigan Codified Law prevails. Michigan laws can be accessed online at www.michiganlegislature.org. Public Act 300 of 1949 can be found by inputting "Michigan Vehicle Code" in the MCL content search box.