

Dealer Inspection – Checklist for Used Dealer

Dealer Checklist – Dealer Number: _____

The following requirements have been discussed with me and I understand these requirements:

Note: This copy will be maintained in your dealer file by an inspector assigned to your region

Initial: _____

_____ Have a copy of [Dealer Guide](#) and [Motor Vehicle Transfer Guide](#) or know how to obtain them.

_____ Location Requirements

☐ Commercial building with office space (zoned, with sewer and water), separate entrance and separate address clearly identified as separate business).

☐ Lockable door with floor to ceiling walls.

☐ Proper signage (visible from nearest road as well as posted hours).

☐ Separate display area (5 vehicle display lot minimum).

☐ Personnel/answering service/voicemail setup indicating dealer name.

_____ Record Keeping Requirements

☐ Records are and will be available for inspection during business/inspection hours.

☐ Records are and will be kept for a minimum of three years at main dealership location.

☐ Inventory files and Sold files are and will be kept separately.

☐ Sales files and jackets are complete with copies of Inventory files stated above, signed and dated Sales Agreements and (Deputy Paid Stamp) Proof of Transfers.

☐ Minnesota Title vehicles are and will be put into "Held for Resale" either electronically or at a deputy registrar within 48 hours.

☐ If vehicles are sold to individuals from another state, these are/will be marked "Sold out of state" electronically or at a deputy registrar within 48 hours.

_____ Transfer/Tax Collection

☐ Proof of Transfer is made within 10 days or Dealer Conditional is filed – see Dealer Guide for instructions.

☐ Taxes collected on all sales to Minnesota residents. Out of state buyers are given copy of sales agreement and assigned title to register vehicle in their state.

☐ Fees and taxes are and will be itemized on sales/purchase contracts.

_____ Dealer Plate Use

☐ I understand the correct usage of Dealer Demo Plates.

☐ I understand the correct usage of Dealer In-Transit Plates.

_____ Dealer Licensing Unit must be **immediately** notified by email to dvs.dealerquestion@state.mn.us in the event of **any changes** to the items listed below:

☐ Type of ownership (individual, partnership, corporation).

☐ Dealership name, or adding an assumed name ("DBA" or Doing Business As names).

☐ Liability insurance, bond company, or insurance policy number.

☐ Change of owners or officers.

☐ Change of location or adding additional locations.

☐ Change in phone number.

☐ Change of hours.

☐ Temporary closings (due to vacation, illness, etc.).

☐ Lost or stolen dealer plates, stickers, 21/31 day temporaries.

☐ Permanently closing business, Dealership Close-Out required.

_____ Data Access Agreements/How to get set up as a Data Use Representative

☐ If not already done, I will fill out a [Records Access Agreement](#) and submit forms to data service immediately. This is required in order to mark vehicles "Held for Resale" and "Sold Out of State" in the MNDRIVE system. All sales of motor vehicles must be processed utilizing VTAP in E-Services for Business.

Dealer Authorized Signature: _____ Date: _____

Inspector Signature: _____ Insp # _____ Date: _____