Applicant Questionnaire
for the
Licensing of Dealers, Transporters, Loaners or Recyclers

☐ **New Application** ☐ **Additional License Type** ☐ **Annex Location** ☐ **Other (Specify)**
☐ **Change of Status** ☐ **Change of Location** ☐ **Secondary Location** _____

Applicant(s) Name _____

Business Name _____

Business Address _____ **Business Phone** _____

Business Location _____

City of Town _____ **Zip Code** _____

What type of business are you licensing? _____

(Please answer each question by circling either Yes or No)

1. Is there now or was there previously a licensed dealership at your location? Yes No
   If Yes please supply name of dealership: _____
   If Yes, were you an owner of this dealership? Yes No
2. Is there any other business at this location? Yes No
   If Yes, what is the name and type of this business? _____
3. Do you own that business? Yes No
4. What days and hours is your business open? _____

These questions ask about your established place of business:

1. Is your business located in a permanently enclosed commercial building? Yes No
2. Is your business located on one parcel of land? Yes No
3. Do you own the property & buildings? Yes No
4. Do you lease the property & buildings? Yes No
   (If yes, enclose a copy of the lease.)

These questions ask about your display/repair area:
(Recyclers/Salvage are exempt)

1. Does your business have at least 5,000 sq. ft. of display area in or adjoining the building? Yes No
2. Do you have a facility for the repair of two vehicles at the same time? Yes No
3. Do you have the tools and equipment needed to repair and service vehicles properly? Yes No
4. Do you have an air compressor? Yes No
5. Do you have a hydraulic jack or lift? Yes No
6. Do you have a full set of mechanics tools? Yes No
7. Does the owner or an employee work as a mechanic at least 30 hrs. per week? Yes No

(over)

These questions ask about your business office:

1. Do you have an office with at least 64 sq. ft. to keep records and conduct business? Yes No
2. Is your office heated? Yes No
3. Does your office have at least 1 desk, 2 chairs, and a filing cabinet? Yes No
4. Is your office completely enclosed by floor to ceiling construction? Yes No
5. Is your office separate from any living quarters? Yes No
6. Is your office located in or adjoining your business building? Yes No

These questions ask about your business sign:

1. Is your business identified by an exterior sign? Yes No
2. Is the sign permanently affixed to land or building? Yes No
3. Is the sign readable at a distance of 200 feet? Yes No
4. Is the sign at least 12 square feet in size? Yes No
5. What does the sign say? _____

If you are applying for a recycler dealer license, you must also complete the last set of questions by circling Yes or No to each question below.

1. Is there a storage area in or adjoining the building? Yes No
2. Is the business within 1,500 feet of a state or federally owned cemetary? Yes No
3. Did you salvage yard exist before December 5, 1983? Yes No
   If No, what date did your salvage yard begin? _____
4. Is this an expansion of an existing salvage yard? Yes No
5. Do you maintain a business inventory of all vehicles, component parts, body, chassis, or transmissions that are received or disposed of as required by law? Yes No

Explain your record keeping procedures: _____

_____

_____

6. Are you currently a licensed dealer in Maine? Yes No
7. Are you currently a licensed dealer in any other state? Yes No

_____

Signature of Applicant Title Date

Notarization Required

Before me personally appeared _____, who by me being duly sworn under oath says that the statements set forth above are true and correct.

Sworn to and subscribed before me at _____, Maine, on this _____day of _____, 2____.

Notary Public _____

(Rev. 03/02)

My commission expires: _____