

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

Type:

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

Owner Name _____ Phone Number _____

Business Name _____ Phone Number _____

Business Physical Location _____

City or Town _____ Zip Code _____

Business Mailing Address _____

City or Town _____ Zip Code _____

What type of business are you licensing? _____

Section I: Please answer each question by check marking 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? _____
5. Do you currently have ownership in any other dealership? ☐ Yes ☐ No
If Yes, please list the dealership(s) name and license types and numbers:

Dealership(s) Name

License Type & Number

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Section II: 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)

Section III: These questions ask about your display/repair area:

NOTE: Recyclers/Salvage only are exempt

1. Does your business have at least 3,500 sq. ft. of display area in or adjoining the building? ☐ Yes ☐ No
2. Do you lease your repair facility? If so, a copy of that lease must be provided to BMV. ☐ Yes ☐ No
3. Do you lease your repair facility to a Maine Inspection Technician? ☐ Yes ☐ No ☐ N/A
4. If you lease your repair facility, do you have a minimum 2' x 3' sign stating that any repair work done on site for the dealership will be performed by the technician leasing the space? ☐ Yes ☐ No ☐ N/A
5. Does the sign contain the technician's address and telephone number? ☐ Yes ☐ No ☐ N/A
6. Do you have the tools and equipment needed to repair and service vehicles properly? ☐ Yes ☐ No
7. Do you have an air compressor? ☐ Yes ☐ No
8. Do you have a hydraulic jack or lift? ☐ Yes ☐ No
9. Do you have a full set of mechanics tools? ☐ Yes ☐ No
10. Does the owner or an employee work as a mechanic at least 30 hrs. per week? ☐ Yes ☐ No

Section IV: These questions ask about your business office:

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

Section V: These questions ask about your business sign:

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

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

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| 1. Is there a storage area in or adjoining the building? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 2. Is the business within 1,500 feet of a state or federally owned cemetery? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 3. Did your salvage yard exist before December 5, 1983? If No, what date did your salvage yard begin? _____ | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 4. Is this an expansion of an existing salvage yard? | <input type="checkbox"/> Yes <input type="checkbox"/> 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? | <input type="checkbox"/> Yes <input type="checkbox"/> No |

5a. Explain your record keeping procedures: _____

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| 6. Are you currently a licensed dealer in Maine? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 7. Are you currently a licensed dealer in any other state? | <input type="checkbox"/> Yes <input type="checkbox"/> 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 _____, 20____.

Notary Public _____

My Commission Expires: _____