

COMPLIANCE INSPECTION OF DEALERSHIP

Licensed Name	License No.	Inspection No.	Inspection Date(s)/Time Spent
Location Inspected	Location <input type="checkbox"/> Primary <input type="checkbox"/> Additional		License Effective Date

Inspection Information

	YES	NO	Not Applicable/ Not Inspected
Inventory			
1. Are completed FTC Buyer Guides displayed on used vehicles for sale?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Are Federal Price Stickers displayed on new vehicles for sale?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Are vehicle identification numbers legal and unaltered?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ownership Documents			
4. Are valid MCO's (assigned in the dealer's licensed name) present or floorplanned for new vehicles for sale?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Are valid titles (assigned in the dealers licensed name) or consignment agreements present or floorplanned for used vehicles for sale?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sales Folders			
6. Are all required sales/lease disclosures present and properly completed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Are all other required forms present and properly completed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Verifies SVID on all purchases?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Are Federal odometer requirements being met (5yr retention of odometer disclosure)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Advertising			
10. Advertised vehicles (by stock #) available for sale or sold within the last 24 hours?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Are advertised vehicles actually as described and/or illustrated in ad?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. If advertised vehicle was sold, was it sold for the advertised price or terms?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Was D & H charged on advertised price?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dealer Plates/Temporary Permits			
14. Are dealer plates accounted for and a log maintained?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. Has only one temporary permit been issued for each vehicle sold?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Licenses			
16. Is the dealer's license valid and conspicuously posted?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17. Are salesperson licenses conspicuously posted?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18. Are salespersons (checked at random) properly licensed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19. Is a valid state sales tax license for the licensed entity and location conspicuously posted?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sales Tax # _____			
20. Does the dealer have evidence of liability insurance?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21. Are exams and affidavits on file and is grading accurate?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
22. Dealer has the signed, original bond for each salesperson.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Location Requirements			
23. Is there an office (with electrical service and restroom)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
24. Does the dealer have legal possession and exclusive use of the premises?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
25. Does the dealer have space to display one or more vehicles?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
26. Does the dealer comply with minimum hours and posting requirements?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
27. What are the hours and days of operation? _____			
28. Does the sign display the dealer's licensed name?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
29. Is the sign permanent <input type="checkbox"/> or temporary <input type="checkbox"/> with a permanent sign on order?			
30. Are the letters of the dealer's name at least 6 inches high?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
31. Is the sign and the dealer's name clearly visible from the major avenue of traffic?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments _____

Inspection Results: The following results are based on vehicles, paperwork and other items actually inspected. Non-inspected items are not reflected in this inspection.

<input type="checkbox"/> In compliance	<input type="checkbox"/> Non compliance - requires further review/follow-up by date: _____
<input type="checkbox"/> Non compliance with educational contact	<input type="checkbox"/> Non compliance - referral to _____
<input type="checkbox"/> Non compliance with request for warning letter/notice	<input type="checkbox"/> Other _____
<input type="checkbox"/> Non compliance with request for Board review	

Agent/Investigator	Date	Dealer or Authorized Agent	Date
Reviewed and Closed By	Date	Printed Name	