



****BE PREPARED FOR YOUR INSPECTION****

At the time your inspection is conducted you will be required to be prepared with the following items, showing your business is ready for operation:

A. HAVE POSTED ANY AND ALL SIGNS REQUIRED FOR YOUR BUSINESS.

New Car Dealer

1. Lemon law (auto dispute program) signs posted in the service area.
2. V.I.N. etching cost.

New and Used Dealer, also Repairer

1. Customer rights.
2. Labor and storage price sign.

B. NEW AND USED DEALERS WILL BE REQUIRED TO DEMONSTRATE THE PROPER USE OF:

Sales orders

Sales invoices

Federal odometer statements

Buyers Guide stickers

Estimate orders and your provision for documenting oral authorization

Waiver of estimates

Loan agreement (dealers plates)

Repair-orders

Supplemental I.D. card for plate use

C. REPAIRERS WILL BE REQUIRED TO HAVE AND DEMONSTRATE THE PROPER USE OF:

Repair orders

Estimate orders and your provisions for documenting oral authorization

Waiver of estimates

Loans agreement (repair plates)

Supplemental I.D. card for plate use

D. A TOWING BUSINESS MUST BE LICENSED AS A DEALER/REPAIR AND WILL BE REQUIRED TO HAVE TOW RECORD (INVOICES) AND BE KNOWLEDGED IN THE PROPER METHODS TO DISPOSE OF ABANDONED VEHICLES.

E. PROPER TOOLS AND EQUIPMENT REQUIRED FOR THE OPERATIONS OF YOUR BUSINESS. NEW AND USED DEALERS WILL BE REQUIRED TO HAVE NECESSARY TOOLS/EQUIPMENT TO PERFORM A COMPLETE SAFETY INSPECTION.

F. AN EXAM WILL BE GIVEN BEFORE OR AT THE TIME OF YOUR FINAL INSPECTION FOR YOUR KNOWLEDGE OF THE AUTOMOBILE SALES OR REPAIR BUSINESS AS REQUIRED BY STATE LAWS.