



STATE OF FLORIDA
DEPARTMENT OF HIGHWAY SAFETY AND MOTOR VEHICLES

PLEASE SUBMIT THIS APPLICATION TO THE REGIONAL OFFICE RESPONSIBLE FOR YOUR DEALERSHIP

MODIFICATION TO DEALER LICENSE FOR LICENSED MOTOR VEHICLE, MOBILE HOME, OR RECREATIONAL VEHICLE DEALERS

Entered by: _____

Approved by: _____

Do not use white out or correction tape on this modification form.

Current License No.: _____

Licensee Name: _____

I hereby request the following modifications to my current dealer license:

(Please check and answer all application choices that apply)

PIN Number: **Telephone Number:** Office: _____ Cell: _____

ETR Providers: _____

Business E-mail Address: _____

- Recreational Vehicle Endorsement (DH License Only)** **Add** **Delete**
 New RV Endorsement New and Used RV Endorsement Used RV Endorsement

- Add Location:** Used Vehicles Only New and Used Vehicles Selling RV Selling Park Models

Physical Address: _____

Mailing Address: _____

Leased Owned Date: _____

- Change of Location:**

Old Address: _____

New Address: _____

Mailing Address: _____

Leased Owned Date: _____

- Licensee Name Change** **d/b/a Name change**

Former Name: _____

New Name: _____

- Deleting Line-Make(s):** _____

- Adding Line-Make(s):** _____

Existing Line-Make(s): _____

If you are adding or deleting line-make(s) from your license, please list all line-makes you are currently authorized to sell.

- Change of Mailing Address:**

Old Address: _____

New Address: _____

- Change of Supplemental Location to Primary Location** (where old primary location is closed)

- Change of Supplemental Location to Primary Location and Change of Primary Location to Supplemental Location** (where primary and supplemental locations remain open)

New Primary Location Address: _____

New Supplemental Location Address: _____

- Postal Address Update:** _____

Park Trailer Endorsement (DH License Only) **Add** **Delete**

Under penalty of perjury, I do swear and affirm that the information contained in this application is true and correct and that applicant will abide by all laws of Florida, including Chapters 319 and 320, Florida Statutes, and all applicable rules, and procedures of the Department of Highway Safety and Motor Vehicles. I further certify that I am authorized to bind the application with my signature.

Office Use Only

| |
|---|
| LICENSE |
| ISSUE DATE |
| DATE RECEIVED IN REGIONAL OFFICE |
| DATE COMPLETED IN REGIONAL OFFICE |
| DATE MAILED TO HEADQUARTERS |
| DATE RECEIVED IN DEALER LICENSE SECTION |
| AMOUNT |
| <input type="checkbox"/> CHECK CHECK NUMBER |
| <input type="checkbox"/> CASH <input type="checkbox"/> CREDIT CARD |
| PAYMENT NUMBER |
| FRVIS CUSTOMER NUMBER |
| SITE INSPECTION NUMBER |

Officer's Signature

Printed or Typed Name and Title

Date

Zone #: _____

Insp #: _____

Completion Guidelines for Dealer License Applicants to Modify Their Existing License, Form HSMV 86072

PLEASE SUBMIT THIS APPLICATION TO THE REGIONAL OFFICE RESPONSIBLE FOR YOUR DEALERSHIP

Modifications are requested only by dealers who are already licensed by the Department.

Correct modification box must be checked by the licensed applicant if they are submitting an application to modify certain information on their license.

Do not use white out or correction tape on this form.

A copy of the driver license of a corporate officer of the dealership must be submitted with the application for all modifications to a license. The following documents are required by the Department for modifications to an existing license:

PIN REQUESTS

If a dealer's confidential PIN number is lost, stolen or misplaced an officer or director of the company will need to request a new confidential PIN number by selecting the PIN number category.

- Complete form HSMV 86072, Modification to Dealer License for Licensed Motor Vehicle, Mobile Home, or Recreational Vehicle Dealers;
- A letter on letterhead from the dealership requesting the confidential PIN number changed and why the change is needed.
- **A Current copy of the Driver License of the person requesting the change.**

There is no fee for this transaction. The confidential PIN number will be changed in the Dealer License Section in Tallahassee. The confidential PIN number will then be mailed to the applicant.

RECREATIONAL VEHICLE ENDORSEMENT

If an existing Mobile Home dealer requests to add or delete a new or used recreational vehicle endorsement the following items are needed to complete the transaction. There is no fee for this transaction.

NEW

- Complete form HSMV 86072, Modification to Dealer License for Licensed Motor Vehicle, Mobile Home, or Recreational Vehicle Dealers;
- An agreement with the recreational vehicle manufacturer, importer, or distributor of the models the dealer wants to sell.

USED

- Complete for HSMV 86072, Modification to Dealer License for Licensed Motor Vehicle, Mobile Home, or Recreational Vehicle Dealers;

SUPPLEMENTAL LOCATION ESTABLISHMENT (Add Location)

Documents required for supplemental location establishment for a licensed independent dealer (VI), wholesale dealer (VW), salvage dealer (SD) and auctions (VA):

- Completed form HSMV 86072, Modification to Dealer License for Licensed Motor Vehicle, Mobile Home, or Recreational Vehicle Dealers;
- True copy of lease agreement/proof of ownership or property tax;
- A copy of the original Surety Bond, Irrevocable Letter of Credit, or an original continuation certificate in the amount of \$25,000 for the licensing period that was submitted with the primary location;
- A copy of the garage liability insurance certificate which shall include, at a minimum, \$25,000 combined single-limit liability coverage including bodily injury and property damage protection and \$10,000 personal injury protection; **OR** A general liability insurance policy coupled with a business automobile policy, which shall include, at a minimum, \$25,000 combined single-limit liability coverage including bodily injury and property damage protection and \$10,000 personal injury protection that was submitted with the primary location;
Please Note: Salvage Dealers (SD) are exempt from Garage Liability Insurance Requirements.
- Surety Bond Rider (If the supplemental location has a new fictitious name);
- Division of Corporations registration if a fictitious name is going to be added to the supplemental location;
- Fee \$50 for the supplemental location. and
- A copy of the driver license of a corporate officer of the dealership.

Documents required for supplemental location establishment for licensed Mobile Home Dealers (DH), Mobile Home Brokers (BH), and Recreational Vehicle Dealers that sell Used Recreational Vehicles (RU):

- Completed form HSMV 86072, Modification to Dealer License for Licensed Motor Vehicle, Mobile Home, or Recreational Vehicle Dealers;
- True copy of Lease agreement/proof of ownership or property tax;

- Mobile home dealers must submit a copy of the original Surety Bond, Irrevocable Letter of Credit, or an original continuation certificate in the amount of \$25,000 for the licensing period that was submitted with the primary location;
Please note: Mobile home dealers with more than four supplemental locations must submit an original surety bond, original irrevocable letter of credit, or original continuation certificate in the amount of \$50,000;
Recreational Vehicle Dealers must submit copy of surety bond or original continuation certificate in the amount of \$10,000 for the licensing period that was submitted with the primary location with primary location.
Please Note: Recreational vehicle dealers with more than four supplemental locations must submit an original surety bond or original continuation certificate in the amount of \$20,000;
- Recreational vehicle dealers must submit a copy of the Garage Liability Certificate at a minimum of \$25,000 combined single limit liability coverage including bodily injury and property damage protection and \$10,000 personal injury protection that was submitted with the primary location;
- Mobile home dealers and mobile home brokers that sell recreational vehicles must submit a copy of the Garage Liability Certificate at a minimum of \$25,000 combined single limit liability coverage including bodily injury and property damage protection and \$10,000 personal injury protection that was submitted with the primary location;
- **Mobile Home dealers which sell park trailers are exempt from submitting garage liability insurance coverage.**
- Surety Bond Rider (If the supplemental location has a new fictitious name);
- Division of Corporations registration if a fictitious name is going to be added to the supplemental location;
- Fee of \$50 for the supplemental location. And
- **A copy of the driver license of a corporate officer of the dealership.**

Documents required for supplemental location establishment for recreational vehicle dealers that sell new Recreational Vehicles (RV):

- Completed form HSMV 86072, Modification to Dealer License for Licensed Motor Vehicle, Mobile Home, or Recreational Vehicle Dealers;
- Manufacturers letter of approval if the supplemental location is going to sell new recreational vehicles;
- True copy of lease agreement/proof of ownership or property tax;
- A copy of the original surety bond or an original continuation certificate in the amount of \$10,000 for the licensing period that was submitted with the primary location;
Please Note: Recreational vehicle dealers with more than four supplemental locations must submit an original surety bond or original continuation certificate in the amount of \$20,000;
- A copy of the Garage Liability Certificate at a minimum of \$25,000 combined single limit liability coverage including bodily injury and property damage protection and \$10,000 personal injury protection that was submitted with the primary location;
- Surety Bond Rider (If the supplemental location has a new fictitious name);
- Division of Corporations registration if a fictitious name is going to be added to the supplemental location;
- Fee of \$50 for the supplemental location; and
- **A copy of the driver license of a corporate officer of the dealership.**

PLEASE NOTE: Mobile home dealers with more than four supplemental locations must submit an original surety bond, original irrevocable letter of credit, or original continuation certificate in the amount of \$50,000.

Recreational vehicle dealers with more than four supplemental locations must submit an original surety bond or original continuation certificate in the amount of \$20,000.

Documents required for supplemental location establishment for a licensed franchise dealer (VF) if exemption(s) or no exemption(s) under section 320.642, Florida Statutes, is claimed:

- Completed form HSMV 86072, Modification to Dealer License for Licensed Motor Vehicle, Mobile Home, or Recreational Vehicle Dealers;
- Manufacturer's letter of approval if the supplemental location is going to sell new line-make(s);
- Final order from the Department if the supplemental location is going to sell new line-make(s);
- True copy of Lease agreement/proof of ownership or property tax;
- Fee of \$50;
- A copy of the original Surety Bond, Irrevocable Letter of Credit or an original continuation certificate in the amount of \$25,000 for the licensing period that was submitted with the primary location;
- A copy of the Garage Liability Certificate at a minimum of \$25,000 combined single limit liability coverage including bodily injury and property damage protection and \$10,000 personal injury protection that was submitted with the primary location;
- Surety Bond Rider (If the supplemental location has a new fictitious name). and
- A copy of the driver license of a corporate officer of the dealership.

CHANGE OF LOCATION

Documents required for change of location for a licensed independent dealer (VI), wholesale dealer (VW), salvage dealer (SD) and auctions (VA):

- Completed form HSMV 86072, Modification to Dealer License for Licensed Motor Vehicle, Mobile Home, or Recreational Vehicle Dealers;
- A copy of the garage liability insurance certificate with the new address which shall include, at a minimum, \$25,000 combined single-limit liability coverage including bodily injury and property damage protection and \$10,000 personal injury protection; **OR** A general liability insurance policy coupled with a business automobile policy, which shall include, at a minimum, \$25,000 combined single-limit liability coverage including bodily injury and property damage protection and \$10,000 personal injury protection that was submitted with the primary location;

Please Note: Salvage Dealers (SD) are exempt from Garage Liability Insurance Requirements.

- True copy of lease agreement/proof of ownership or property tax;
- Original license **or** affidavit from dealer if license is lost;
- Fee of \$50; and
- A copy of the driver license of a corporate officer of the dealership.

Documents required for change of location for a licensed recreational vehicle dealer selling new recreational vehicles (RV):

- Completed form HSMV 86072, Modification to Dealer License for Licensed Motor Vehicle, Mobile Home, or Recreational Vehicle Dealers;
- Manufacturer's approval letter;
- A copy of the Garage Liability Certificate with the new address which shall include at a minimum, \$25,000 combined single limit liability coverage including bodily injury and property damage protection and \$10,000 personal injury protection that was submitted with the primary location;
- True copy of Lease agreement/proof of ownership or property tax;
- Original License **or** affidavit from dealer if license is lost;
- Fee of \$25; and
- A copy of the driver license of a corporate officer of the dealership.

Documents required for change of location for a licensed mobile home dealer (DH), mobile home broker (BH) and recreational vehicle dealer selling used recreational vehicles (RU):

- Completed form HSMV 86072, Modification to Dealer License for Licensed Motor Vehicle, Mobile Home, or Recreational Vehicle Dealers;
- Mobile home dealers and mobile home brokers that sell recreational vehicles must submit a copy of the Garage Liability Certificate with the new address which shall include at a minimum, \$25,000 combined single limit liability coverage including bodily injury and property damage protection and \$10,000 personal injury protection that was submitted with the primary location;
- Mobile home dealers which sell park trailers are exempt from submitting garage liability insurance coverage.
- True copy of Lease agreement/proof of ownership or property tax;
- Original License **or** affidavit from dealer if license is lost;
- Fee of \$25;
- A copy of the driver license of a corporate officer of the dealership.

Documents required for change of location for a licensed franchise dealer (VF) if no exemption under section 320.642, Florida Statutes, is claimed:

- Completed form HSMV 86072, Modification to Dealer License for Licensed Motor Vehicle, Mobile Home, or Recreational Vehicle Dealers;
- Manufacturer's approval letter;
- A copy of the Garage Liability Certificate with the new address which shall include at a minimum, \$25,000 combined single limit liability coverage including bodily injury and property damage protection and \$10,000 personal injury protection that was submitted with the primary location;
- True copy of lease agreement/proof of ownership or property tax;
- Original license **or** affidavit from dealer if license is lost;
- Final order approving the relocation from the Department;
- Fee of \$50; and
- A copy of the driver license of a corporate officer of the dealership.

Documents required for change of location for a licensed franchise dealer (VF) if exemption under section 320.642(5)(a)1, 2, 3 or 4, Florida Statutes, is claimed:

- Completed form HSMV 86072, Modification to Dealer License for Licensed Motor Vehicle, Mobile Home, or Recreational Vehicle Dealers;
- A copy of the Garage Liability Certificate with the new address which shall include at a minimum, \$25,000 combined single limit liability coverage including bodily injury and property damage protection and \$10,000 personal injury protection that was submitted with the primary location;
- An affidavit on the dealership letterhead claiming an exemption under section 320.642(5)(a)1, 2, 3 or 4, Florida Statutes and FAC 15C-7.004;
- True copy of lease agreement/proof of ownership or property tax;
- Original license **or** affidavit from dealer if license is lost;
- Fee \$50; and
- A copy of the driver license of a corporate officer of the dealership
-

Documents required for change of location as a result of buy/sell for a licensed franchise dealer (VF) if no exemption under section 320.642, Florida Statutes, is claimed:

- Completed form HSMV 86072, Modification to Dealer License for Licensed Motor Vehicle, Mobile Home, or Recreational Vehicle Dealers;
- Manufacturer's approval letter;
- A copy of the Garage Liability Certificate with the new address which shall include at a minimum, \$25,000 combined single limit liability coverage including bodily injury and property damage protection and \$10,000 personal injury protection that was submitted with the primary location;
- True copy of lease agreement/proof of ownership or property tax;
- Original license **or** affidavit from dealer if license is lost;
- Final order approving the relocation from the Department;
- Fee of \$50;
- Voluntary Relinquishment of License form (VRL) completed by the selling dealer;
- Buy/Sell Affidavit completed by the buying dealer;
- Final order(s) from the Department approving the line make(s); and
- A copy of the driver license of a corporate officer of the dealership.

Documents required for change of location as a result of buy/sell for a licensed franchise dealer (VF) if exemption under section 320.642, Florida Statutes, is claimed:

- Completed form HSMV 86072, Modification to Dealer License for Licensed Motor Vehicle, Mobile Home, or Recreational Vehicle Dealers;
- Manufacturer's approval letter;
- A copy of the Garage Liability Certificate with the new address which shall include at a minimum, \$25,000 combined single limit liability coverage including bodily injury and property damage protection and \$10,000 personal injury protection that was submitted with the primary location;
- True copy of lease agreement/proof of ownership or property tax;
- Original license **or** affidavit from dealer if license is lost;
- Final order approving the relocation from the Department;
- Fee of \$50;

- Voluntary Relinquishment of License form (VRL) completed by the selling dealer;
- Buy/Sell Affidavit completed by the buying dealer; and
- Final order(s) from the Department approving the line make(s).
- **A copy of the driver license of a corporate officer of the dealership.**

NAME CHANGE

Documents required for change of name for a licensed independent dealer (VI), wholesale dealers (VW), salvage dealers (SD), auctions (VA), mobile home dealers (DH), mobile home brokers (BH) and recreational vehicle dealers that sell used recreational vehicles (RU):

- Completed form HSMV 86072, Modification to Dealer License for Licensed Motor Vehicle, Mobile Home, or Recreational Vehicle Dealers;
- Surety Bond Rider;
- A copy of the garage liability insurance certificate which shall include, at a minimum, \$25,000 combined single-limit liability coverage including bodily injury and property damage protection and \$10,000 personal injury protection; **OR** A general liability insurance policy coupled with a business automobile policy, which shall include, at a minimum, \$25,000 combined single-limit liability coverage including bodily injury and property damage protection and \$10,000 personal injury protection that was submitted with the primary location;
- **Mobile Home dealers (DH) which sell park trailers are exempt from submitting garage liability insurance coverage.**
- **Please Note:** Dealers (SD) are exempt from Garage Liability Insurance Requirements.
- Fictitious Trade Name registration with the Division of Corporations. On-line access at www.sunbiz.org
- Licensee name change with the Division of Corporations. On-line access at www.sunbiz.org;
- Original license **or** affidavit from dealer if license is lost;
- Affidavit from the dealer stating that the majority of the ownership of the dealership has not changed;
- Fee of \$25 per name change; and
- **A copy of the driver license of a corporate officer of the dealership.**

Documents required for change of name for a licensed recreational vehicle dealer that sell new recreational vehicles (RV):

- Completed form HSMV 86072, Modification to Dealer License for Licensed Motor Vehicle, Mobile Home, or Recreational Vehicle Dealers;
- Manufacturer's letter of approval;
- Surety Bond Rider;
- A copy of the Garage Liability Certificate at a minimum of \$25,000 combined single limit liability coverage including bodily injury and property damage protection and \$10,000 personal injury protection that was submitted with the primary location;
- Fictitious Trade Name registration with the Division of Corporations. On-line access at www.sunbiz.org;
- Licensee name change with the Division of Corporations. On-line access at www.sunbiz.org;
- Original license **or** affidavit from dealer if license is lost;

- Affidavit from the dealer stating that the majority of the ownership of the dealership has not changed;
- Fee of \$25 per name change; and
- A copy of the driver license of a corporate officer of the dealership.

Documents required for change of name for a licensed franchise dealer (VF) that sell new vehicles:

- Completed form HSMV 86072, Modification to Dealer License for Licensed Motor Vehicle, Mobile Home, or Recreational Vehicle Dealers;
- A copy of the Garage Liability Certificate at a minimum of \$25,000 combined single limit liability coverage including bodily injury and property damage protection and \$10,000 personal injury protection that was submitted with the primary location;
- Surety Bond Rider;
- Fictitious Trade Name registration with the Division of Corporations. On-line access at www.sunbiz.org;
- Licensee name change with the Division of Corporations. On-line access at www.sunbiz.org;
- Manufacturer's letter of approval;
- Original license **or** affidavit from dealer if license is lost;
- Affidavit from the dealer stating that the majority of the ownership of the dealership has not changed and there has been no change in the signatories of the dealer sales and service agreement;
- Fee of \$25 per name change; and
- A copy of the driver license of a corporate officer of the dealership.

ADDING A FRANCHISE LINE-MAKE

Documents required for adding a franchise line-make:

- Completed form HSMV 86072, Modification to Dealer License for Licensed Motor Vehicle, Mobile Home, or Recreational Vehicle Dealers;
- Manufacturers letter of approval for each line-make; and
- Final Order from the Department.
- A copy of the driver license of a corporate officer of the dealership.

NOTE: No fee is required to add a line-make.

DELETING A FRANCHISE LINE-MAKE

Documents required for deleting a Franchise:

- Completed form HSMV 86072, Modification to Dealer License for Licensed Motor Vehicle, Mobile Home, or Recreational Vehicle Dealers.
- A copy of the driver license of a corporate officer of the dealership.

NOTE: No fee is required to delete a line-make.

MAILING ADDRESS CHANGE

Documents required for change of Mailing Address for all license categories:

- Completed form HSMV 86072, Modification to Dealer License for Licensed Motor Vehicle, Mobile Home, or Recreational Vehicle Dealers.
- **A copy of the driver license of a corporate officer of the dealership.**

NOTE: No fee is required.

The mailing address can also be done at the time of renewal of the franchise dealer license.

SUPPLEMENTAL TO MAIN/MAIN TO SUPPLEMENTAL

Documents required for change of supplemental location to main location/main location to supplemental location for all license categories:

- Completed form HSMV 86072, Modification to Dealer License for Licensed Motor Vehicle, Mobile Home, or Recreational Vehicle Dealers;
- Original licenses of both the main and supplemental locations;
- Affidavit from the dealer if license is lost; and
- **A copy of the driver license of a corporate officer of the dealership.**

NOTE: No fee is required.

POSTAL UPDATE

Documents required for Postal Update for all categories of dealer licenses:

- Completed form HSMV 86072, Modification to Dealer License for Licensed Motor Vehicle, Mobile Home, or Recreational Vehicle Dealers;
- Original License;
- Affidavit from dealer if the original license is lost;
- Letter from Postal Service/County/Municipality; and
- **A copy of the driver license of a corporate officer of the dealership.**

NOTE: No fee is required.

Park Trailer Endorsement

Documents requirement to add or delete a park trailer endorsement for a Mobile Home Dealer (DH) only

- Completed form HSMV 86072, Modification to Dealer License for Licensed Motor Vehicle, Mobile Home, or Recreational Vehicle Dealers;
- Original License;
- Affidavit from dealer if the original license is lost;
- A copy of the driver license of a corporate officer of the dealership.

NOTE: No fee is required