\*To save this form after the fields are filled in, you will need Adobe Reader 9 or later. If you do not have version 9 or later, please download the free tool at: http://get.adobe.com/reader/.



National Specialty Programs

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# SUPPLEMENTAL GARAGE APPLICATION PLEASE COMPLETE ONLY APPLICABLE SECTIONS

Auto wholesaler (Includes Auto Broker) is one who buys or sells used Autos to or from retail dealers or Auctions.

Wholesalers do not sell directly to public.

Name of Appl	licant (inc	lude DBA):
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WH	OLESALE DEALER INFORMATION	ON						
1.	Please provide percentage from Internet Sales %	om where th Aucti		tos takes place? % From a Sale	s Lot %	Pho	ne Sales _	%
2.	Do you sell autos to the publi	ic? If yes, ex						
3.	3. Are titles obtained when vehicles are purchased and transferred and when vehicles are sold? Yes						'es	No
4.	Do you work out of your hom	ie?				Y	es	□ No
5.	Do you have personal auto in	surance?				Y	'es	□ No
6.	Does your auto dealer custor If no, describe method of del	•	for pick up	and delivery of autos you	u have purchase	ed for the	m? Ye	s No
7.	Who do you sell vehicles to:	Aucti	ons	Retail Dealers	Other (Expla	in)		
8.	If coverage for inventory is re	equested, w	here are the	vehicles stored?				
9.	Who inspects vehicles to assu	ure they are	road worth	y?				
TIRE SA	LES/SERVICE INFORMATION							
1.	What percentage of your ope	erations are	tire sales?	%				<b>-</b>
	Туре	% New	% Used	Туре	,	% New	% Used	
Private	e Passenger			Buses				
Motor	cycle/ATV			Other Equipment				_
Heavy	Trucks (over 30,000 GVW)			Other, describe below				
Other:								
2.	Do you sell or service recaps	or retreads?	þ			Y	es	No
	If yes, explain:							<u> </u>
3.	Do you sell tires that were ma	anufactured	l more than	5 years ago?		□ Ye	es	□ No
	If yes, explain:							
4.	Do you service or sell vulcani	zed tires?				□ Ye	es	□ No
	If yes, explain:							
	If yes, provide percent of sale	es to total ti	re sales:	_ %				
5.	Do you service or sell re-groon If yes, provide percent of sale	•		_%		Y	es	□ No
6.	Do you repair or fix flat tires	for heavy tr	ucks?			☐ Ye	es	□ No
	If yes, do you use a safety cag	ge when wo	rking with s <sub>l</sub>	olit rim or locking ring wh	neels?	☐ Ye	es	□ No
	Please describe your quality a	assurance pi	recautions t	o endure tires are prope	rly installed and	l inflated:		
7.	Are you a mobile operation?					☐ Ye	es	□ No

8	3.	How do you disp	pose of old tire	es?					
		How often?							
9	).	Where/how are old tires stored prior to disposal?							
HEAV	Υ1	RUCK SECTION							
1		Is any Fifth Whe	el Installation/	Repair work done?				□ Yes	$\square$ No
		If yes, details							
2		Is any framewor	rk done?					□ Yes	$\square$ No
	Is a machine used?					Yes	No		
	Any cutting or stretching?							□ Yes	□No
3	١.	Do you repair o	r fix flat tires fo	or heavy trucks?				□ Yes	□No
		If yes, do you us	se a safety cage	e when working with	h split rim or lo	cking ring wheel	ls?	□ Yes	□No
		Please describe	your quality as	ssurance precaution	ıs to endure tir	es are properly i	nstalled and infl	ated:	
4	-	Is work done on						☐ Yes	□No
If	f ye	es, details							
5		Is there trailer re	-	-	:fft;_l	L.a		☐ Yes	□No
6 7	). '.	Is there transmi		cluding clutch and d	ifferential wor	K?		<ul><li>☐ Yes</li><li>☐ Yes</li></ul>	□ No □ No
If	f ve	yes, what type?							
	, co, mac type.								
8	 3.	Locations where	you conduct o	operations:					
		At your prem	nises			%			
		At customer'	s premises			%			
		Roadside				%			
9	١.	Do you pick up o	or deliver custo	omer autos?				□ Yes	□No
1	0.	Does the owner	have a CDL (C	ommercial Drivers L	icense)?			Yes	No
1	1.	Do all drivers ha	ive a CDL?					☐ Yes	□ No
MOTO	<u>OR</u>	CYCLE SALES/RE	PAIR SECTION						
1		Types of Units		aired					
		Motorcycles		Go Karts	%	Jet Skis/V	Vatercraft	%	
		ATV's/UTV's	%	Dirt Bikes	%	Mopeds/	Scooters	%	
		Trikes	%	Other	% Des	cribe:			
						<del></del>			
2		•		nits stored inside?				☐ Yes	□ No
	If not, describe how units are protected:								

3.	If yes, are they:  Accompanied  Onaccompanied	⊔ Yes	No
	Is proof of motorcycle license and auto insurance checked prior to all test drives?	□ Yes	No
4.	Do you perform any customization or fabrication?  If yes, what percentage? %	Yes	No
	Provide details of work done		
5.	Do you perform structural alterations (Fork or Frame)?  If yes, what percentage?  ———————————————————————————————————	Yes	No
	Provide details of work done		
6.	Do you convert bikes to trikes or do any Kit Assembly?  If yes, what percentage? %	Yes	No
	Provide details of work done and manufacturer of kits if any:		
7.	Do you manufacture bikes or bike parts?  If yes, what percentage?%	☐ Yes	□ No
	Provide details of work done		
8.	Do you alter the original performance of manufacturer specifications?	□ Yes	□No
	If yes, provide details		
9.	Are any accessories or parts sold but not installed?	□ Yes	□ No
	If yes, provide details		
	Gross Receipts from uninstalled parts/accessories sales \$		
	Do you sponsor events (rallies, rides, shows, etc.)?	☐ Yes	No
	Do you lease, loan or rent any units?	☐ Yes	No
	Do you conduct any driver training or education classes?  Are any units furnished for personal use?	□ Yes □ Yes	No No
	TIONAL VEHICLE SALES/SERVICE SECTION		
1.	Do you rent RV's to others?	□ Yes	No
2.	Do you rent RV storage space to others?	□ Yes	No
	If yes, now many vehicles are stored at any one time		
	Is a written storage agreement used?	□ Yes	No
	A copy of the agreement must be submitted for review. It should require the customer	to maintain insura	nce.
3.	Do you do any Liquefied Petroleum (LPG) filling? (Exchange only is acceptable with proper storage of tanks)	□ Yes	No
4.	Do you install or repair appliances or heating systems?	Yes	No
	If yes, what are employee qualifications?		
5.	Do you sell uninstalled parts/accessories?  Gross Receipts from uninstalled parts/accessories sales \$	☐ Yes	No

### **ERRORS OR OMMISSIONS**

### **FINANCING PROCEDURES:**

	In-House	Percent of sales	%		
1.	Do you follow Federal, State and Local Truth-in-Lendin	ng statutes?		Yes	No
2.	2. Is the auto's title transferred into the customer's name at time of possession?				No
	Dealer Arranges Financing with Outside Firm	Percent of sales	%		
3.	Name and title of staff member arranging financing:				
4.	Experience of staff member arranging financing:				
5.	Do you have in-house approval authority?			Yes	No
6.	Do you follow Federal, State and Local Truth-in-Lendi	ng statues?		Yes	No
7.	Do you require final approval prior to releasing the au	uto?		Yes	No
	Customer Arranges Own Financing	Percent of sales	%		

### **VERIFICATION PROCEDURES USED FOR ODOMETER/DAMAGE DISCLOSURE:**

Carfax or similar industry report on all autos

Title search on all autos

Vehicle inspection on all vehicles by:

In-house mechanic

Independently insured mechanic (Certificate of Insurance must be on file)

Describe procedures if prior damage or salvage title is discovered:

### **DISCLOSURE PREOCEDURES USED**

Checklist

Customer written acknowledgement

Other:

## **AUTO TITLING**

- 1. Staff member responsible for DMV paperwork:
- 2. Experience of staff member:
- 3. Describe procedure for verification that titles and liens are filed accurately:

(Ap	olicable in Florida Agents only)	
AGENT NAME:		AGENT LICENSE NUMBER:
	(Applicable in Iowa only)	
LICENSED AGENT:		DATE:
PRODUCER'S SIGNATURE:		DATE:
APPLICANT'S SIGNATURE:		DATE:

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