

8. How do you dispose of old tires? _____
 How often? _____
9. Where/how are old tires stored prior to disposal? _____

HEAVY TRUCK SECTION

1. Is any Fifth Wheel Installation/Repair work done? Yes No
 If yes, details _____
2. Is any framework done? Yes No
 Is a machine used? Yes No
 Any cutting or stretching? Yes No
3. Do you repair or fix flat tires for heavy trucks? Yes No
 If yes, do you use a safety cage when working with split rim or locking ring wheels? Yes No
 Please describe your quality assurance precautions to ensure tires are properly installed and inflated:

4. Is work done on tanker trailers? Yes No
 If yes, details _____
5. Is there trailer repair to box or cargo trailers? Yes No
6. Is there transmission work (including clutch and differential work)? Yes No
7. Is there welding work? Yes No
 If yes, what type? _____

8. Locations where you conduct operations:
 ___ At your premises _____ %
 ___ At customer's premises _____ %
 ___ Roadside _____ %
9. Do you pick up or deliver customer autos? Yes No
10. Does the owner have a CDL (Commercial Drivers License)? Yes No
11. Do all drivers have a CDL? Yes No

MOTORCYCLE SALES/REPAIR SECTION

1. Types of Units Being Sold/Repaired
 Motorcycles ___ % Go Karts ___ % Jet Skis/Watercraft ___ %
 ATV's/UTV's ___ % Dirt Bikes ___ % Mopeds/Scooters ___ %
 Trikes ___ % Other % Describe: _____

2. Are inventory and customer units stored inside? Yes No
 If not, describe how units are protected: _____

3. Do you permit off premises customer test drives? Yes No
 If yes, are they: Accompanied Unaccompanied
 Is proof of motorcycle license and auto insurance checked prior to all test drives? Yes No
4. Do you perform any customization or fabrication? Yes No
 If yes, what percentage? _____ %
 Provide details of work done _____
5. Do you perform structural alterations (Fork or Frame)? Yes No
 If yes, what percentage? _____ %
 Provide details of work done _____
6. Do you convert bikes to trikes or do any Kit Assembly? Yes No
 If yes, what percentage? _____ %
 Provide details of work done and manufacturer of kits if any: _____

7. Do you manufacture bikes or bike parts? Yes No
 If yes, what percentage? _____ %
 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 \$ _____

10. Do you sponsor events (rallies, rides, shows, etc.)? Yes No
 11. Do you lease, loan or rent any units? Yes No
 12. Do you conduct any driver training or education classes? Yes No
 13. Are any units furnished for personal use? Yes No

RECREATIONAL 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 insurance.

3. Do you do any Liquefied Petroleum (LPG) filling? Yes No
 (Exchange only is acceptable with proper storage of tanks)
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? Yes No
 Gross Receipts from uninstalled parts/accessories sales \$ _____

ERRORS OR OMISSIONS

FINANCING PROCEDURES:

- | | | | |
|--|-------------------------|-------------------------|----|
| In-House | Percent of sales _____% | | |
| 1. Do you follow Federal, State and Local Truth-in-Lending statutes? | | Yes | No |
| 2. Is the auto's title transferred into the customer's name at time of possession? | | Yes | 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-Lending statutes? | | Yes | No |
| 7. Do you require final approval prior to releasing the auto? | | 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 PRECEDURES 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:

APPLICANT'S SIGNATURE: _____ DATE: _____

PRODUCER'S SIGNATURE: _____ DATE: _____

LICENSED AGENT: _____ DATE: _____

AGENT NAME: _____ (Applicable in Iowa only) AGENT LICENSE NUMBER: _____

(Applicable in Florida Agents only)

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