



USED CAR DEALER LICENSE APPLICATION

Business Name _____

Business Address _____

Phone _____ E-Mail _____

Owner's Full Name _____

Home Address _____

Phone _____ Cell Phone _____

List all persons (full names, address, date & place of birth) having an interest in the business:

The annual fee for such license is **\$120.00** except for those dealers possessing a franchise from a manufacturer or importer for the sale of new cars and also having garage facilities and an adequate stock of new parts on hand for the repair of such cars the license fee shall be **\$35.00**.

Proof of liability insurance coverage is required at these minimum limits:

\$600,000 - for any one individual

600,000 - for one occurrence

60,000 - for property damage

A certificate of insurance must be submitted along with the application and fees before approval.

License number issued to you by the State of Minnesota to deal in the sale of used motor vehicles

_____.

I agree to abide by the laws, ordinances and regulations pertaining to this license.

DATE _____ SIGNATURE _____

To be Completed by *NEW* Applicants Only
Investigation fee - \$250.00

Owner's Date of Birth _____ Place of Birth _____

Owner's Residence for the past 5 years _____

Owner's Employment for the past 5 years _____

Have you or any person associated with the business been convicted of a felony or gross misdemeanor? _____

If so, state the crime, date of conviction, and court where convicted.

List the names (**full names - first, middle & last**) of two responsible persons who are residents of Minnesota, having knowledge of the applicants' business and whereabouts during the last five years and whose favorable recommendations as to the integrity and business ability of the applicant shall accompany said application.

Resident #1 - Full Name _____

Date of Birth _____ Place of Birth _____

Address _____

Phone Numbers: Home _____ Cell _____

Resident #2 - Full Name _____

Date of Birth _____ Place of Birth _____

Address _____

Phone Numbers: Home _____ Cell _____

**CERTIFICATION OF COMPLIANCE WITH THE
MINNESOTA WORKER'S COMPENSATION LAW**

In accordance with Minnesota Statutes §176.182, every state or local licensing agency is required to withhold the issuance or renewal of a business license or permit until the applicant presents acceptable evidence of compliance with the worker's compensation insurance coverage requirement. Applicants are required to provide the name of the insurance company, the policy number, and dates of coverage or the permit to self-insure.

Print Full Name _____

Doing Business As (Print Business Name) _____

Mailing Address _____

Type of Business (for example: construction, trucking, logging) _____

Worker's Compensation Insurance Company Name _____

Policy No. _____ Date of Coverage _____ through _____

I certify that I am not required to carry worker's compensation insurance because (check one)

_____ I am a sole proprietor or partner and I have no employees.

_____ I have no employees who are covered by the worker's compensation law. (Only employees specifically exempted by statute are not covered by the worker's compensation law. These include: Spouse, Parent; Children, regardless of age; and farm labor employees of a family farm that spent less than \$8,000 for labor in the previous calendar year. All other workers whose work activity is controlled by the employer must be covered.)

I certify that the information provided above is accurate and complete. I understand that this information will be verified by the Minnesota Department of Labor & Industry, and that I am subject to a \$2,000 penalty if the information provided is false.

SIGNATURE _____ DATE _____



**CONSENT TO PERFORM CRIMINAL HISTORY/
DRIVER'S LICENSE BACKGROUND CHECK
TENNESSEN WARNING**

Print Full Name (First) (Full Middle) (Last)

Print Maiden / Previous Name(s) and/or Aliases

Residing at _____
(Address) (City) (State) (Zip Code)

Driver's License No. / State

Phone Number

Cell Phone Number

E-Mail

Date of Birth

Place of Birth

I do hereby authorize the Moorhead Police Department to disclose criminal history, driver's license, and local records check information to the Moorhead City Manager, City Clerk, and City Council all collected as a result of the background investigation completed for the purpose of evaluating the license application. I understand that failure to provide this release will result in a denial of my application.

I understand that my records are subject to the State Data Practices Act and become public documents unless otherwise provided for by state or federal law. I also understand that I may revoke this consent at any time except to the extent that action has been taken in reliance on it and that in any event, the consent expires automatically as described below.

This authorization is valid for six (6) months from the date indicated below.

Signature of above individual authorizing release

Date: _____

Subscribed and sworn before me this

_____ day of _____, 20_____.

(Notary Public)

My commission expires _____



MOORHEAD CITY CODE
Title 2. BUSINESS AND LICENSE REGULATIONS
Chapter 5. RETAILERS
Article D. USED CAR DEALERS

2-5D-1: DEFINITIONS:

Terms used in this article shall mean:

USED CAR DEALER: Any person engaged in managing or owning a business in which the buying and/or selling of used motor vehicles takes place.

USED MOTOR VEHICLE: Any motor vehicle or motor vehicle trailer which has had the title transferred from the person who first took title to it from the manufacturer, importer or agent of the manufacturer or importer. (Ord. 306; amd. 1967 Code §52.02)

2-5D-2: LICENSE REQUIRED:

No person shall engage in the business of used car dealer without a license therefor. (Ord. 306; amd. 1967 Code §52.02)

2-5D-3: APPLICATION FOR LICENSE:

The application for a license under this article shall be in writing to the council and signed and verified by the applicant on forms to be provided by the city clerk. Such application shall state:

- A. Applicant's Name: The name of the applicants and all persons associated with them in the business or having an interest therein.
- B. Proposed Business Address: The place where such business is to be conducted.
- C. Current Business Address: The present place of business of the applicant.
- D. Applicant's History: The place of residence of and business engaged in by the applicant for the last five (5) years.
- E. Favorable Recommendations: The names of two (2) or more responsible persons who are residents of Minnesota, having knowledge of the applicant's business and whereabouts during said five (5) years and whose favorable recommendations as to the integrity and business ability of the applicant shall accompany said application.
- F. Criminal History: Whether or not the applicant has, or any person associated with them or having any interest in the business has, been convicted of a felony or gross misdemeanor and, if so, for what

crime, the date of conviction, and the court wherein convicted. This condition shall not be required upon application for a renewal of the license.

G. Proof Of License: Proof, satisfactory to the city, that the applicant is the possessor of a license from the state of Minnesota to deal in the sale of used motor vehicles.

H. Proof Of Insurance: Proof, satisfactory to the city, that the applicant has public liability insurance with coverage of six hundred thousand dollars (\$600,000.00) for any one individual and up to six hundred thousand dollars (\$600,000.00) for one occurrence, and property damage insurance to the amount of sixty thousand dollars (\$60,000.00). (Ord. 2006-12, 6-19-2006)

I. Application Fee For Investigation: All applications shall be accompanied by a check in the sum as established by the city's fee schedule to cover the city's cost of investigation as hereinafter set forth. (Ord. 2006-12, 6-19-2006; amd. Ord. 2007-30, 1-7-2008, eff. retroactive to 1-1-2008)

J. Investigation: Each new application received shall be reviewed and thereafter delivered by the city clerk to the police department. The police department shall conduct a criminal background investigation of each applicant for such license. In the event a national criminal background investigation is required, the applicant shall be responsible for all additional fees incurred for such and, upon request, provide additional information required to complete this process. All applicants are required to complete an informed consent authorizing the disclosure of all criminal history record information. When such investigation shall be completed, a recommendation shall be transmitted to the council for its consideration.

K. Denial, Suspension Or Revocation: The council may deny, suspend or revoke any license to engage in the business of "used car dealer" as defined in this article in accordance with the provisions of subsection [2-1-10B](#) of this title. (Ord. 2006-12, 6-19-2006)

2-5D-4: LICENSE FEE AND TERM:

A. The annual fee for such license is as established by the city's fee schedule except for those dealers possessing a franchise from a manufacturer or importer for the sale of new automobiles and also having garage facilities and an adequate stock of new parts on hand for the repair of such automobiles, the license fee shall be as established by the city's fee schedule. (Ord. 306; amd. 1967 Code §52.02; Ord. 2007-30, 1-7-2008, eff. retroactive to 1-1-2008)

B. The license issued to any applicant shall expire on December 31 of each year, and if the license is issued for a time less than one year, the license fee shall be prorated on a monthly basis. (Ord. 306; amd. 1967 Code §52.02)

2-5D-5: CONDITIONS OF LICENSE:

A. Advertising: No licensee shall use advertising of any nature which is not accurate in all of its material particulars, or which misrepresents merchandise (including its age, use, quality, origin, or credit terms or values), and no licensee shall use advertising or selling methods which tend to or actually deceives or misleads the public.

B. Record Of Sales: Each licensee shall keep and preserve a book in which there shall be made a record of each sale or exchange of a used motor vehicle, such record to include the name, place or residence with street and number, to whom such vehicle is delivered, the date delivered, and a description of the vehicle including its license, motor and serial numbers, and make and model of such vehicle. This book shall be open during regular business hours to the inspection of authorized city personnel. (Ord. 306; amd. 1967 Code §52.02)

2-5D-6: PENALTY:

Any person violating any provisions of this article shall, upon conviction, be penalized in accordance with the provisions of section [1-4-2](#) of this code. (1987 Code)