Chapter R
Dealers

Introduction

This chapter covers some of the major duties and responsibilities of Oregon dealers based on Oregon Vehicle Code and other related requirements.

When using this manual, be aware that:

- The only areas addressed are those administered by DMV. Dealers may be subject to other federal, state, and local laws, ordinances, or regulations.
- Not all DMV-related duties and responsibilities are covered and there may be exemptions that apply. Obtain more information from Oregon statutes, administrative rules, or by contacting DMV.

The Business License Unit in Salem, **(503) 945-5052**, can assist you with questions concerning business certificates, dealer plates, trip permits and temporary registration permits, and with any questions regarding licensing issues. You can get forms needed to obtain a license from DMV's Web site at www.oregondmv.com.

You may come in person to the Business License Unit located at 1965 Lana Ave NE, Salem, OR 97314. Office hours are 8:00 a.m. - 4:30 p.m. Monday through Friday, except holidays. If you come to the Business License Unit to pay for any business, exact change is required. The Business License Unit is unable to make change. If you have questions about fees, call the Business License Unit at **(503) 945-5052**. **The Business License Unit mailing address is 1905 Lana Ave NE, Salem OR 97314.**

DMV reviews all new dealer applications before issuing a dealer certificate and number. When you submit a new dealer application at the Business License counter, you will receive a receipt only. DMV will not issue an Oregon dealer license if the applicant does not have a permanent location for their dealer business in Oregon and will not be acting as a vehicle dealer in Oregon under ORS 822.005.

The Business Regulation Investigation Section at (503) 945-5281 can assist you with any regulatory or enforcement questions, including investigations or inspections. If you would like to file a complaint against another dealer, you may call DMV at (503) 945-5000 or (503) 299-9999 (Portland Metro). You may also access a Request for Investigation, Form 735-6504, on DMV's Web site at www.oregondmv.com.

NOTE: You may view lists of current, cancelled, suspended, and expired dealers in Business Regulation's section of the DMV Web site at www.oregondmv.com.

Dealer business location requirements

Each business location established by a dealer must:

1. Have a sufficient space to display one or more vehicles of the type the dealer has been issued a certificate to sell;
2. Provide a means for the public to contact the dealership or an employee of the dealer at all times during the dealer's normal business hours;
3. Have displayed an exterior sign **permanently** affixed to the land or a building which identifies the dealership by the name shown on the dealer's business certificate,

with letters clearly visible to the major avenue of traffic; and
4. Have displayed, in a publicly accessible and conspicuous manner, the dealer's business certificate.

Requests for exemption from the first three requirements above should be made to DMV.

Each business location established by a dealer must also:

- Obtain a supplemental dealer certificate from DMV before selling or displaying vehicles from any location other than the location listed on the dealer certificate.
- Maintain records relating to the purchase and sale of vehicles or campers for a total of five years. The original records must be maintained for two years at the main dealer location or a supplemental location (for supplemental location records). In addition, records must be maintained for an additional three-year period. These records may be maintained at any location within the State of Oregon that is convenient for the dealer.

Records must be accessible and available for inspection by DMV and law enforcement personnel during normal business hours. Records must include the following information:

1. A record of the purchase, sale, or exchange of the vehicle or camper, or the dealer's receipt for purchase and sale.
2. A description of the vehicle or camper, and its vehicle identification number.
3. The name and address of the seller, the purchaser, and the alleged owner or other person from whom the vehicle was purchased or received or to whom it was sold or delivered.
4. A duly assigned certificate of title, other primary ownership record or a bill of sale from the registered owner of the vehicle or camper from the time of delivery to the dealer until the dealer disposes of the vehicle.

Record privacy

Federal and state privacy regulations restrict what personal information in a dealers' file may be redisclosed by the dealer.

Personal information is defined as:

- Name
- Address
- Customer number
- Telephone number

Any personal information obtained **from DMV** by a dealer has redisclosure restrictions as described in ORS 802.175-270.

Personal information that is obtained from a customer for the purpose of completing title and registration documents on behalf of the customer is not subject to redisclosure restrictions. The title and registration application does not become a motor vehicle record until it is submitted to DMV.

Dealership sold or out of business

In most cases, when you sell your dealership, your dealer certificate and dealer number cannot be transferred to the new owner. You must return your dealer certificate, dealer plates, and any temporary registration permit books to DMV. The new owner must obtain a new dealer certificate. The new owner can use the same business name and address that was on your dealer certificate. Return unused trip permits for a refund. DMV will not allow two dealers to have the same name and address at the same time. If you want to keep your dealer certificate active, call the Business License Unit at (503) 945-5052.

Changes

If you do any of the following:

- Change your business name,
- Change your business location,
- Add or remove an owner, partner, LLC member, or corporate officer, or
- Change your organizational structure,

You must complete an Application to Correct Dealer/Builder Vehicle Dealer Business Certificate, Form 735-371, and pay a $30 fee for each corrected vehicle dealer certificate. The application is available at your local DMV office, on DMV's Web site at www.oregondmv.com, and through the Business License Unit. If you have any questions about changes in your business, please call the Business License Unit at (503) 945-5052.

Supplemental locations

If you add a supplemental location to your business, before you conduct any business there, DMV must approve your Supplemental Dealer/Rebuilder Dealer Certificate Application, Form 735-372. There is a fee for this application. A supplemental certificate expires the same date as the "main location" certificate, no matter when obtained. Supplemental certificate fees are not prorated.

All supplemental locations must be operated under the exact business name and ownership as the main location. Any business that a dealer operates under a different business name must be operated under a separate business certificate. The dealer must apply for and pay the fee for another business certificate.

Dealer shows

A licensed dealer may participate in a "show" on a site other than the main or supplemental location listed on the dealer's certificate without the need for a supplemental certificate if:

- There are at least two certified Oregon dealers displaying vehicles, and
- The show will last 10 days or less.

Special show rules exist for RV dealers. Consult Business Regulation or review OAR 735-150-0020 and OAR 735-150-0045 for these requirements.

Renewing a dealer business certificate

In order to maintain a dealer business certificate, a dealer must apply for renewal before the certificate expires. Renewal applications and billing lists are mailed to dealers two months before the dealer certificate expiration date. A dealer must complete an Application for Three Year Vehicle Dealer Certificate, Form 735-370, or Application for Three Year Business Certificate, Form 735-366, and

- Provide an Oregon Registry number for the legal name and/or DBA name;
- Obtain location approval from the city or county ***ONLY*** if the business location is different than the current business location;
- Provide name, residence address, mailing address, and signature of all owners, partners, LLC members or corporate officers;
- Attach a copy of driver licenses/identification cards of all owners, partners, LLC members or corporate officers;
- Submit the ***ORIGINAL*** three-year surety bond that has been completed, signed and sealed by the bonding company and which covers the licensing period (the owners name(s), legal and business name, and business location must match the dealer application exactly). The bond must also be signed by an owner, partner, LLC member, or corporate officer.
- Submit a DMV liability insurance certification form completed, signed, and sealed by the insurance company, or submit the **Liability Insurance Certification of Exemption** form (if applicable);
- Submit 12 hours of continuing education certificate issued by an approved provider or submit the **Education Requirements Certification of Exemption** form (if applicable);
- Pay the appropriate renewal fees according to the Billing List;
- Submit the completed renewal application, the surety bond, the insurance and education certificates, and fees:

  By mail to DMV, Business License, 1905 Lana Avenue NE, Salem OR 97314, or

  Drop them off at the DMV Business License office at 1965 Lana Ave NE, Salem OR 97314.

NOTE: An application submitted to renew a dealer license, including the required surety bond and insurance certification:

- Within 15 days after the expiration of the license shall be considered a timely application.
- Later than 15 days but within 45 days after the expiration of the license shall be considered a timely application, but shall be assessed a late renewal fee of $150 in addition to the renewal fee.
- Later than 45 days after the expiration of the license shall be treated as a new dealer application and not as a renewal. This situation means being assigned a new dealer number, and being required to fulfill the same requirements for an original dealer certificate including city/county approval, completion of the education requirement, and having the application investigated prior to the issuance of a new certificate and dealer plates. Additionally, you will be considered an unlicensed dealer subject to civil penalties and other regulatory action under DMV's authority if

you continue to act as a dealer before the new application is approved.

A dealer who does not have continuous coverage of bonding or any required insurance may not conduct business that normally requires a current, valid dealer certificate during the period they are not covered by the required bonding or any required insurance.

Dealer plates

A dealer plate may be used on a vehicle, except a manufactured structure, that is owned or controlled by the dealer. The plate must be displayed on the rear of the vehicle. When a dealer plate is used on a consignment vehicle, the consignment agreement must be in the vehicle. A dealer plate cannot be used on service vehicles or on vehicles after they are sold.

There is no special form for ordering additional plates. Submit the required fees and a letter requesting more plates. The fee for additional plates is determined by the terms of your dealer certificate. Please call the Business License Unit at (503) 945-5052 for information on fees.

Replacing a dealer plate has a different fee than an original dealer plate. To replace a plate, the dealer must turn in the original plate to DMV. Lost or stolen plates cannot be replaced but the dealer can order additional plates. Dealers must report lost or stolen dealer plates to the Business License Unit in writing, by mail or by fax at (503) 945-5289. You should also report stolen dealer plates to state and local law enforcement.

DMV issues a temporary plate for each plate requested until the metal plate is received.

You must return your dealer plates to DMV when your dealership is sold or goes out of business.

Bond/liability insurance, cancellations, and reinstatements

If DMV receives a cancellation notice from your bonding company or your liability insurance company, you will get a cancellation letter from DMV. You must cease all business that normally requires a current, valid, dealer certificate until you obtain the required insurance or bond. To reinstate your business certificate, you must do one of the following within 45 days of cancellation:

- Have your bonding company or liability insurance company send DMV a reinstatement; or
- Get a new bond or liability insurance certificate (on the DMV form).

If your new bond or liability insurance certificate is not obtained within 45 days of cancellation, you must apply and qualify for a new dealer certificate.

As a dealer, you must maintain liability insurance coverage throughout the license period unless you have submitted a certificate of exemption from liability insurance. Business License will send you a letter explaining that your policy has expired on a particular date. The same letter will also be sent to your current liability insurance company asking for a new certificate of insurance form if the policy is being renewed, or a cancellation notice if the policy is not being renewed. If you change insurance companies, then the new agent

must complete the DMV form. The policy information must be on **the DMV form,** not the insurance industry's "ACORD" form. **(We highly recommend that you call Business Licensing to follow up on receipt of the form.)**

A dealer who does not have continuous coverage of bonding or the required insurance may not conduct business that normally requires a current, valid dealer certificate during the period they are not covered by the required bonding or the required insurance.

Refunds

If you sell your dealership or are no longer in business, there is no refund on the licensing fees that you originally paid. If you return unused trip permits, you may request a refund for them.

Ordering forms

How to order Secure Odometer Disclosure, Form 735-403 & Secure Power of Attorney, Form 735-402

Federal rules require that states control and issue secure forms.

ODOT/DMV does not supply these secure forms to dealers, lenders, or other bulk users. Dealers, banks, dismantlers, and others who transfer vehicles for their customers must purchase the forms from the distributors. Although the distributors are dealer's associations, they also provide the forms to other bulk users such as banks and other lenders. Dealers who have more than one dealership and operate under different dealer licenses cannot transfer forms from one dealership to another. They must purchase the forms for each dealership. Distributors in Oregon are:

Oregon Automobile Dealers Association (OADA)
777 NE 7th Ave.
Portland, OR 97232
Phone: (503) 233-5044 or 1-877-302-6232
Web site: www.oada.biz

Oregon Independent Auto Dealers Association (OIADA)
9150 SW Pioneer Ct. Suite H
Wilsonville, OR 97070
Phone orders: 1-800-447-0302
Toll-free FAX: 877-Car-Form
Email order: info@OIADA.com FAX: (503) 986-2801
Web site: www.oiada.com

Oregon Vehicle Dealers Association (OVDA)
Oregon Power Sports Association
PO Box 4290
Salem, OR 97302
Toll-free order: 1-877-541-2277 FAX: 503-763-1233
Email order: ovda@ordealers.com
Web order: www.ordealers.com

How to order forms from ODOT/DMV

To order forms (**except for** Secure Odometer Disclosure, Form 735-403, and Secure Power Of Attorney, Form 735-402 - see above) complete a Request for Forms to be Mailed, Form 735-6110, (available from Business Licensing or the ODOT Storeroom) or

- Make a list of the forms you need. Include the form name and number.
- For each form, determine the amount that will be used within a six-month period and include it on the list of forms you order. DO NOT order more than you will use in a six-month period. Forms are frequently revised.
- Write a letter requesting the forms and attach the list.
- Mail or fax your order to:

  ODOT Storeroom
  DMV Forms Supply
  455 Airport Road S.E. Bldg. K
  Salem OR 97301-5348
  FAX: (503) 986-2801

Many DMV forms are also available to view and print from the DMV Website at www.oregondmv.com. Many forms are fillable online. You may then print them to submit to DMV.

When an Oregon dealer obtains a vehicle to offer for sale

This section does not apply to vehicles on consignment with a dealer.

When an Oregon dealer obtains a vehicle to offer for sale, they must:

- Within seven days, complete and submit to DMV (for Oregon titled vehicles only) a Dealer's Notice of Vehicle Purchase, Form 735-165. See instructions for completing this form later in this chapter.
- Immediately remove any foreign or out-of-state registration plates from vehicles in their inventory. Dealers may retain the plates until the vehicle is sold.
- Destroy the registration plates from other jurisdictions if the vehicle is to be titled in Oregon or in a jurisdiction other than that in which the vehicle was previously registered. (If the vehicle will be re-registered in the former jurisdiction, the plates may be placed back on the vehicle following the sale.)

An Oregon dealer may:

- Renew the Oregon registration on a vehicle that is in their stock:

  1. The vehicle record must have a Flag 10 that lists the dealer requesting renewal. If there is no Flag 10 on the record, no dealer number listed on the flag, or the dealer wishing to renew is not the same as the dealer listed on the Flag 10, the dealer must complete and submit a Dealer Notice of Vehicle Purchase, Form 735-165, before they can renew the vehicle registration.

The dealer must complete an Application for Registration, Form 735-268. List the registered owners on record and complete the one-time mailing address to show c/o dealer name and dealer address. The dealer must sign and counter sign the Form 735-268.

The dealer renewing must provide any required insurance, residency/domicile and DEQ information.

When an Oregon dealer sells a vehicle

This section applies to vehicles either in dealer stock or on consignment with a dealer. For additional consigned vehicle requirements, see section later in this chapter titled Consignments.

When an Oregon dealer sells a vehicle they must:

- Provide a signed and dated release of interest. This may be on the title, MCO, bill of sale, or on a separate piece of paper. The bill of sale should include your dealer number. If the vehicle is consigned, the release must be from the consignor.
- Provide an odometer disclosure from the dealership to the purchaser, unless the vehicle is exempt from odometer disclosure requirements. See Chapter H for more information. If the vehicle is consigned, the odometer disclosure must be from the consignor.
- Submit fees and documents required for title to DMV within **30 calendar days** of the transfer of interest, or furnish the certificate of title or other primary ownership document for the vehicle and any required release of interest to the new buyer (**see remark below) within **25 calendar days** of the transfer of interest.
- Satisfy any prior interest in any vehicle or camper you sell **within 15 days** from the date of transfer (see section titled Satisfaction of prior interests later in this chapter).
- If not submitting the title/registration paperwork to Oregon DMV on behalf of the buyer, remove year registration stickers from both of the Oregon registration plates on passenger vehicles they sell, unless the buyer is another Oregon licensed dealer or an Oregon licensed dismantler (wrecker). (Oregon licensed towers must also remove stickers from the Oregon registration plates on passenger vehicles they sell, unless the buyer is an Oregon licensed dealer or an Oregon licensed dismantler.) Dealers and towers may issue up to two 10-day trip permits, Form 735-307 when the stickers are removed from a motor vehicle. See trip permit section later in this chapter.

If you cannot comply within the time limits provided by law, you must notify your buyer and any security interest holder and/or lessor within **25 business days** of the transfer of interest. See the sample notice later in this chapter. The notice to the buyer and other parties must include:

- Detailed reason for the delay;
- Anticipated extent of the delay; and
- Statement of rights and remedies available if the delay becomes unreasonably extended. DMV considers unreasonably extended to be 45 days from the date of transfer of interest. The statement must inform the purchaser of their right to file complaints against the dealer with DMV if the delay goes beyond 45 days from the date of transfer of interest. However, you are still required to notify buyers and security interest holders **within 25 business days** as noted above.

Dealers must keep records that show they have complied with these regulations. If a dealer is unable to comply with these requirements, the dealer's records must contain

sufficient documentation to establish that the dealer has made a good faith effort to comply, and that the dealer's inability to comply is due to **circumstances beyond their control.** See the sample notice to the buyer later in this chapter for examples or circumstances beyond the dealer's control that are acceptable to DMV, if proven.

**** Oregon law requires any person who transfers interest of a vehicle covered by an Oregon title to notify DMV of the transfer within 10 days of the date of transfer. A vehicle dealer is exempt from this notice requirement if the dealer transfers the vehicle to another dealer or submits application for title to the vehicle on behalf of the buyer of the vehicle.**

Notification may be submitted on DMV Form 735-6890, Notice of Sale or Transfer of a Vehicle (see example that follows), or may be in your own format, as long as all required information is included. The minimum information required is the vehicle identification number, plate number, seller name, and buyer name.

Failure to comply with these requirements may result in DMV taking action against your business certificate. This action could include probation, suspension, revocation, or cancellation of the business certificate or against you or the assessment of civil penalties. In addition, you may be subject to criminal action by law enforcement.

Satisfaction of prior interests

Within 15 days of transfer of interest to the dealer, or within 15 days of obtaining clear title in dealer-to-dealer transactions, the dealer must satisfy:

- The interest of any person from whom the dealer purchased or obtained the vehicle or camper; and
- The interest of any person from whom the person described above leased the vehicle or camper; and
- All security interests in the vehicle entered into prior to the time of transfer.

Example of NOTICE OF SALE OR TRANSFER OF A VEHICLE, FORM 735-6890
Actual size 5½" x 8½"

DMV
DEPARTMENT OF TRANSPORTATION
DRIVER AND MOTOR VEHICLE SERVICES
1905 LANA AVE NE, SALEM OREGON 97314

NOTICE OF SALE OR TRANSFER OF A VEHICLE

(THIS IS NOT A BILL OF SALE)

This form **must** be submitted to DMV within 10 days of the date of sale or transfer of interest (ORS 803.112). Full completion of this form only places a notation on the vehicle record. **This form cannot be used as a bill of sale.** Owner name(s) on DMV records cannot change until the title is submitted for transfer. Purchaser must apply for title to the vehicle within 30 days of purchase or pay a late penalty fee (ORS 803.090).

PLATE NUMBER	YEAR	MAKE
VEHICLE IDENTIFICATION NUMBER		TITLE NUMBER

BUYER / TRANSFEREE

The vehicle was sold or ownership transferred to:

NAME OF BUYER OR TRANSFEREE (PLEASE PRINT)	ODL/CUSTOMER NUMBER (IF AVAILABLE)
NAME OF BUYER OR TRANSFEREE (PLEASE PRINT)	ODL/CUSTOMER NUMBER (IF AVAILABLE)
ADDRESS	

CITY	STATE	ZIP CODE

SIGNATURE OF BUYER OR TRANSFEREE (IF AVAILABLE)	DATE OF PURCHASE
X	
SIGNATURE OF BUYER OR TRANSFEREE (IF AVAILABLE)	DATE OF PURCHASE
X	

SELLER / TRANSFEROR

NAME OF SELLER OR TRANSFEROR (PLEASE PRINT)	
SIGNATURE OF SELLER OR TRANSFEROR	DATE OF RELEASE
X	
NAME OF SELLER OR TRANSFEROR (PLEASE PRINT)	
SIGNATURE OF SELLER OR TRANSFEROR	DATE OF RELEASE
X	

This notification is for informational purposes only and does **not** constitute an assignment or release of any interest in the vehicle. ORS 803.112(5) **See back for more information.**

735-6890 (11-15) STK # 300440

Sample of a suggested notice to the buyer

January 1, 2007

ABC Used Cars
123 Main Street
Salem, Oregon 97314

Mr. and Ms. Car Buyer
1234 Any Street
Portland, Oregon 97000

RE: 1997 Rolls Royce, VIN # 1234LJD0509712670

Dear Mr. and Ms. Car Buyer:

Oregon Law requires we notify you and the lien holder (if applicable) within 25 business days when we are unable to submit the TITLE DOCUMENTS for processing to DMV within 30 calendar days, or if we are unable to provide the title and any release there on within 25 calendar days.

We are experiencing a delay in obtaining the necessary documents for the following reason(s): ***list specific reasons, which must include that the circumstances were "beyond the dealer's control," for example, where the prior security interest holder did not release title even though the loan was paid off in a timely manner by the dealer, or where the dealer can document that he/she could not get title from a state.***

We anticipate the delay will be _____ days.

We are also required to inform you that you have the right to file a complaint against us with DMV if this delay becomes unreasonably extended. Complaints should be addressed to DMV, Business Regulation, 1905 Lana Avenue NE, Salem OR 97314 or call (503) 945-5000 or (503) 299-9999 (Portland Metro area).

We thank you for your understanding and patience.

Sincerely,

Signature

ABC USED CARS

cc: *Security interest holder*

Consignments

What you need to do when you take a vehicle on consignment

Unless the consignor is a licensed dealer, you must have proof the person consigning the vehicle is the registered owner, a security interest holder, or lessor of the vehicle. Generally, DMV will accept the original or photocopy of one of the following:

- The title; or
- Registration card; or
- DMV stamped "Notice of Transaction Submitted" form; or
- Printout from DMV.

The terms of your consignment **must be** in writing and you **must provide a copy** of the agreement to the consignor.

You and the consignor must agree, in writing, to what will happen with the money after the vehicle is sold. This, for example, means if the consignor has a lien on the vehicle and you are to pay off that lien at the time of sale from the proceeds of the sale, it must be established at the time the consignment is taken and must be in writing. The agreement must include a provision stating if the terms of the agreement are not met, the consignor may file a complaint in writing with the Department of Transportation, Salem, Oregon. A sample form of an agreement that meets these requirements is shown later in this chapter.

If you take a consignment from another dealer

It is **your responsibility** to make sure the other party is a licensed dealer, and you must comply with all of the requirements listed above.

When you sell the vehicle

You, the dealer, may NOT take any part of your fee or commission until the transaction has been completed. This means you can collect your fee or commission **only after** the consignor and all other parties have been paid that were outlined in the initial agreement. The consignor **must** be paid within 10 days of sale (ORS 822.060).

You must provide the purchaser with a Disclosure Regarding Consignment Sales. Use a separate form for each vehicle. A suggested example follows in this chapter.

See additional requirements in the section in this chapter titled When an Oregon dealer sells a vehicle.

Sample VEHICLE CONSIGNMENT AGREEMENT (Forms are available from OIADA and OVDA)

(Use a separate form for each vehicle.)

Date: _____
I, the undersigned, hereby agree to leave with _____,
consignee, for sale, for _____ days, this vehicle:
Make: _____, Model: _____, VIN: _____, License No: _____,
with the following equipment:
_____

sample

I represent that this vehicle is in good working order except as noted here: _____.

I agree to indemnify and hold harmless the dealer from any loss, cost, or expense, including attorney's fees for defense, occasioned by any claim brought against dealer for failure to disclose defects or conditions of the vehicle which are not noted above or arising from my breach or from any misrepresentation appearing on this agreement.

This vehicle has been totaled or sustained damages to 80% or more of its retail value at the time of damage:
No: _____
Yes: _____
Unknown: _____

Upon completion of sale, the net amount due me from the dealer shall be _____ dollars ($_____) less any costs for repairs or detailing previously agreed to by me.

If the consignee, after trying to sell the vehicle, believes the price should be lowered, I will agree to accept _____dollars ($_____), less above costs.

I understand reasonable charges not exceeding $_____ may be made for cleanup and detailing of the vehicle. If repairs are required during the period of consignment, consignee shall notify me and shall secure my approval before the work shall be commenced. I will be responsible for the authorized work of detailing and repairing whether or not the vehicle is sold and prior to the vehicle being returned to me.

I agree to receipt of payment from the dealer within ten (10) days of sale.

I understand that if after the end of the consignment period and return of the vehicle, I sell the vehicle to a customer who first looked at the vehicle at consignee's lot, that I shall pay a commission to consignee of 10 percent of the price paid.

I represent that I am the registered owner of the vehicle, a certified dealer, lessor, or security interest holder (who has completed a repossession action of the vehicle). I have the right to sell this vehicle. The title is in the name(s) of_____.
The only liens or claims against the vehicle are the following:
_____.

I will furnish the title to dealer immediately upon notification of sale, with authorization to pay off any outstanding liens or claims (all of which total less than the net amount due me after repairs and detailing).

I hold the consignee, and his agents and salespersons harmless from any loss or damage to the vehicle by fire, accident, theft, vandalism, or any other cause whatsoever. To the best of my knowledge, the current odometer reading of _____ is actual mileage ( ), or is over mechanical limits ( ).

If the terms of this agreement are not met, the consignor may file a complaint in writing with Driver and Motor Vehicles Services Division, Salem, Oregon. I acknowledge receipt of a copy of this agreement.

Name: _____
Address: _____
Phone: _____
Signature: _____

Dealer: _____(Consignee)
If dealer-to-dealer consignment, enter consigning dealer

Example of DISCLOSURE REGARDING CONSIGNMENT SALES (similar forms are available from OIADA and OVDA)
(Use separate form for each vehicle.)

DISCLOSURE REGARDING CONSIGNMENT SALE

_____ is selling the following described vehicle:
(Name of Dealer)

_____,
(Year) *(Make)* *(Model)* *(Vehicle Identification Number)*

on consignment.

☐ There is a security interest in this vehicle.

☐ There is not a security interest in this vehicle.

_____

YOU SHOULD TAKE ACTION TO ENSURE THAT ANY SECURITY INTERESTS ARE RELEASED AND THAT THE TITLE TO THE VEHICLE IS TRANSFERRED TO YOU. OTHERWISE, YOU MAY TAKE TITLE SUBJECT TO ANY UNSATISFIED SECURITY INTERESTS.

Date:_____Dealer:_____

Date Copy Received:_____ Buyer's Signature:_____

Trade-in/Dealer Notice of Vehicle Purchase, Form 735-165

DMV must be notified **within seven days** when an Oregon titled vehicle becomes part of an Oregon dealer's **inventory for resale**. The Dealer Notice of Vehicle Purchase, Form 735-165, allows an Oregon dealer to possess a vehicle without transferring title into their dealership name. **Do not** submit a Form 735-165 for vehicles that are titled in another jurisdiction.

It is important to include all vehicle description information, including the Oregon license plate number, the VIN, and the title number when completing the forms. DMV uses the information supplied on these forms to mark the computer record indicating the vehicle is in the dealer's stock. If some of the information is missing or in error, DMV may not be able to locate the record and may return the form to you.

Form 735-165 is a two-part form. The top copy of the form should be submitted to a local DMV office or mailed to DMV, 1905 Lana Avenue NE, Salem OR 97314-2250. The bottom copy should be kept by the dealership for their records. This is an inspection/audit requirement.

Example of DEALER NOTICE OF VEHICLE PURCHASE, FORM 735-165
Actual size 5½" x 8½"

DMV
DEPARTMENT OF TRANSPORTATION
DRIVER AND MOTOR VEHICLE SERVICES
1905 LANA AVE NE, SALEM OREGON 97314

DEALER NOTICE OF VEHICLE PURCHASE

INSTRUCTIONS:

- Submit this form **ONLY** for Oregon titled vehicles. **DO NOT** submit this form if the vehicle is titled in another jurisdiction.
- Complete this form immediately after the purchase or transfer of interest of an **Oregon titled vehicle.**
- The Vehicle Identification Number **MUST** be complete and correct.
- If you fail to provide **accurate, legible and complete** information, DMV will not be able to update the vehicle record and you will not be in compliance with ORS 803.092(2)(b) and 803.105(1)(b).
- Mail the white copy to DMV Record Services, 1905 Lana Ave NE, Salem OR 97314-2250.

OREGON PLATE NUMBER:

VEHICLE IDENTIFICATION NUMBER (MUST BE COMPLETE)

OREGON TITLE NUMBER	YEAR	MAKE	BODY STYLE

DATE OF PURCHASE

PURCHASED FROM

▼ DEALER INFORMATION MUST BE COMPLETE ▼

DEALER NUMBER	DATE

DEALER NAME

DEALER ADDRESS

CITY	ZIP CODE

735-165 (12-02) STK# 300092

Added responsibilities of Oregon dealers acting as agents

All dealers are designated agents of DMV. When you sign your application for a business certificate, you are also agreeing to comply with the regulations for agents. **You are not obligated to actually perform any agent duties**. Acting as an agent is optional, except for the sale of snowmobiles, when it is mandatory for dealers to collect fees and submit all title and registration requirements to DMV on the buyer's behalf.

Along with other duties, dealers acting as agents **may** do the following:

- Perform the required inspection of the VIN on vehicles they sell, and collect and submit the VIN inspection fee to DMV on behalf of the buyer. (See Chapter D)
- Collect title and registration fees and documents to submit to DMV on behalf of the buyer. The title, or equivalent document, must be submitted within 30 calendar days of the date of sale.
- Collect a fee for preparing DMV title and registration paperwork and for collecting related fees for submission to DMV. The fee collected by the dealer must not exceed $115. A dealer who is using Electronic Vehicle Registration can collect a fee of up to $150 ($25 is paid to the integrator) for preparing DMV title and registration paperwork and processing the customer's transaction electronically to DMV. The dealer must inform the customer that they are being charged the $150. The customer will then have the choice of having the transaction processed electronically or not and can negotiate the processing fees with the dealer. (Note that the Oregon Department of Justice has requirements concerning notice and advertising for this fee.) The fee and its purpose must be described to consumers and must be clearly described in the contract or lease. In transactions where the car is paid in full and there are no lien issues on either side of the sale or trade-in, the consumer has the right to take their own paperwork to DMV and not be charged the fee.
- Issue a 90-day Temporary Registration Permit, Form 735-315, if the buyer is an Oregon resident, when collecting applicable title and registration fees. If the vehicle is to be registered in a DEQ area, DEQ certification is required before the permit is issued. More information on issuing a temporary registration permit appears later in this chapter.
- Issue Light Vehicle Trip Permits to unregistered vehicles. More information on trip permits is covered later in this chapter.
- Issue Recreational Vehicle Trip Permits to unregistered recreational vehicles.

Any questions concerning business certificates, dealer plates, trip permits, and temporary registration permits, should be directed to the Business License Unit, (503) 945-5052.

Issuing a Recreational Vehicle Trip Permit, Form 735-305

Oregon dealers designated as agents of DMV may choose to issue recreational vehicle (RV) trip permits. These permits may be issued for campers, travel trailers, and motor homes. The permit may only be issued to the owner of the vehicle. The customer must provide proof that they own the vehicle before a recreational vehicle trip permit can be issued to them. A recreational vehicle may **not** be issued trip permits totaling more than 10 days within a 12-month period. The permits are $30 each whether the permit is for 1

day or 10 days. Books can be purchased by an agent for $750. The permits **may not** be issued to recreational vehicles with a registration length over 45 feet.

If the RV trip permit is for a motor home, the owner **must be insured**.

Complete the permit as follows:

FRONT (Press firmly so the information transfers through to all copies.)

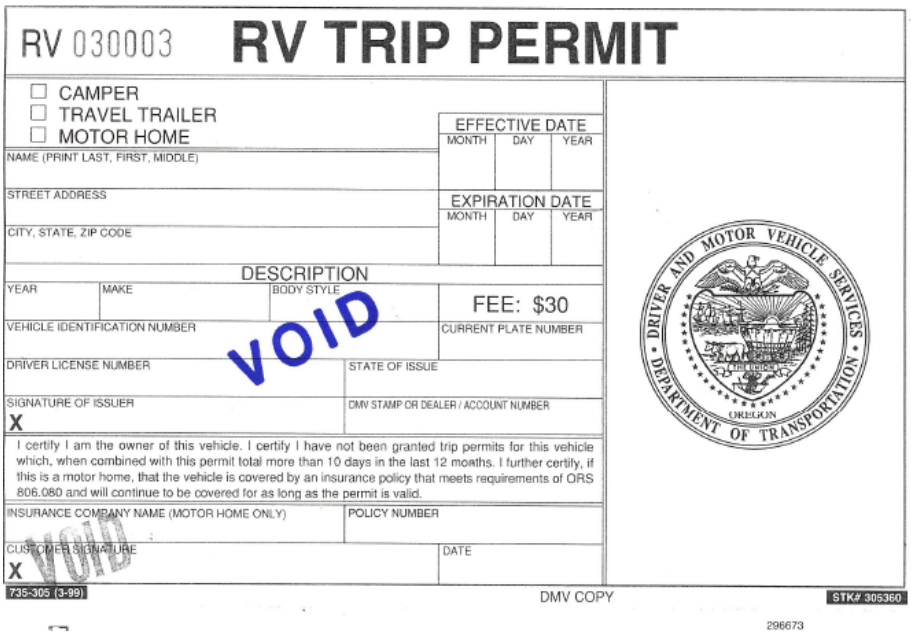
- Check the box indicating the vehicle type.
- Write the effective date.
- Complete the name and address of the customer.
- Write the vehicle description, making sure the VIN is correct and legible.
- Write the customer's driver license number and the state of issue. (Leave this blank if the customer has no license or is a business.)
- Sign the permit and **fill in your dealer number** in the space provided.
- Have the customer:
    - Write in their insurance company name (not the agent's name) and policy number on the permit (for **motor homes** only);
    - Sign and date the permit form indicating they have not been issued trip permits for this vehicle for more than 10 days in the last 12 months; and
    - Provide proof they are the owner of the vehicle.

BACK

- Complete the back of the "Window Copy" with the effective date, dealer number and the expiration date. (See Chapter S.) Keep the goldenrod copy; this becomes part of your records which are inspected by DMV compliance staff. The effective date must match the date on the front of the permit. Write the expiration date, including the actual day, using a wide black felt marking pen so that the date is easily read. These permits are only issued for 10 days. Attach this copy to the vehicle. Instructions for placement are on the permit.

Send the DMV copy (white) within seven days of the issue date to DMV, Attn.: Record Services, 1905 Lana Avenue NE, Salem OR 97314. Retain the yellow copy for your records.

Example of RECREATIONAL VEHICLE TRIP PERMIT, FORM 735-305
Actual size 5½" x 8½"


RV 030003 RV TRIP PERMIT

☐ CAMPER
☐ TRAVEL TRAILER
☐ MOTOR HOME

EFFECTIVE DATE
MONTH DAY YEAR

NAME (PRINT LAST, FIRST, MIDDLE)

STREET ADDRESS

EXPIRATION DATE
MONTH DAY YEAR

CITY, STATE, ZIP CODE

DESCRIPTION

YEAR MAKE BODY STYLE

FEE: $30

VEHICLE IDENTIFICATION NUMBER

CURRENT PLATE NUMBER

VOID

DRIVER LICENSE NUMBER

STATE OF ISSUE

SIGNATURE OF ISSUER
X

DMV STAMP OR DEALER / ACCOUNT NUMBER

I certify I am the owner of this vehicle. I certify I have not been granted trip permits for this vehicle which, when combined with this permit total more than 10 days in the last 12 months. I further certify, if this is a motor home, that the vehicle is covered by an insurance policy that meets requirements of ORS 806.080 and will continue to be covered for as long as the permit is valid.

INSURANCE COMPANY NAME (MOTOR HOME ONLY)

POLICY NUMBER

CUSTOMER SIGNATURE
X

DATE

VOID

735-305 (3-99)

DMV COPY

STK# 305360

296673

Issuing a Light Vehicle Trip Permit, Form 735-306 & 306A

Oregon dealers acting as agents of DMV may choose to issue light vehicle trip permits. These permits may only be issued for passenger vehicles with a registration weight of 10,000 pounds or less, light trailers weighing 8,000 pounds or less, motorcycles, mopeds, low-speed vehicles and medium-speed electric vehicles.

There are now two options for ordering Light Vehicle Trip Permits:

- Form 735-306: Book of 25 permits - $750.00 ($30.00 for each permit)
- Form 735-306A: Book of 5 permits - $150.00 ($30.00 for each permit)

Forms 735-306 and 306A are identical except for the form number, and in the top right corner Form 735-306 has a "D" while Form 735-306A has a "DS." (See the example end of this section.)

When ordering these permits you may either complete a Trip Permit Order Request, Form 735-6937, and mail it with the fees to Business License Unit, DMV, 1905 Lana Avenue NE, Salem OR 97314, or come to the office at 1965 Lana Ave NE, Salem OR 97314. Dealers may only issue the light vehicle trip permits (non-commercial) for the following reasons:

1. When a new owner of a vehicle is **not subject to Oregon registration requirements**, but needs to operate the vehicle over highways to leave the state;
2. To allow a customer to drive an **unregistered**

*A light vehicle trip permit may **not** be issued to the following types of vehicles:*

- *camper*
- *travel trailer*
- *motor home*
- *fixed load*
- *snowmobile*
- *tow/recovery*

vehicle to a DEQ inspection station to get a certificate of compliance prior to applying for registration;

3. To allow a customer to drive an **unregistered** vehicle to DMV or to a law enforcement agency for a VIN inspection; and
4. To allow a customer to drive an **unregistered** vehicle to a DMV office to apply for registration if the dealer will not be submitting the application for title and registration on behalf of the new owner.

No more than one (21-day) trip permit may be issued under the conditions specified in items numbered 1, 3, or 4, above. Up to two (21-day) trip permits may be issued - under the conditions specified in item number 2 above - within any 12-month period, until there has been a complete change in ownership.

Dealers may issue this type of permit for a 21-day period per permit only, including the date of issue. Dealers **may not charge** more than what they pay for trip permits.

Complete the permit as follows:

FRONT (Press firmly so the information transfers through to all copies.)

- Complete the name and address of the customer.
- Write the effective date and expiration date.
- Write the vehicle description, making sure the VIN is correct and legible.
- Write the customer's driver license, permit or I.D. number and the state of issue.
- Write the customer number for a business.
- Sign the permit and **fill in your dealer number** in the space provided.
- Have the customer:
    - Write in their insurance company name (not the agent's name) and policy number on the permit (for **motor** vehicles only); and
    - Sign and date the permit form indicating they have not been issued more than two (21-day) trip permits for this vehicle in a 12-month period.

DO NOT ISSUE A PERMIT if the customer does not have insurance and cannot provide their insurance company name **and** policy number or the vehicle has had two (21-day) light vehicle trip permits issued within the last 12 months.

The items listed above are required to make the permit valid. The operator of the vehicle could be at risk with law enforcement if the permit was not completed properly.

BACK

- Complete the back of the "Window Copy" with the effective date, dealer number and the expiration date. (See Chapter S.) Keep the blue copy; this becomes part of your records which are inspected by DMV investigative staff. The effective date must match the date on the front of the permit. **Write the expiration date, including the actual day, using a wide black felt marking pen so that the date is easily read.** These permits are only issued for 21 days. Attach this copy to the vehicle. Instructions for placement are on the permit.

Send the DMV copy (white) within seven days of the issue date to DMV, Attn.: Record Services, 1905 Lana Avenue NE, Salem OR 97314. Retain the blue copy for your

records. If a permit is voided, return the "DMV" and "Window" copies to DMV with an explanation of why the permit was voided. A refund will be made if the explanation is acceptable.

Example of LIGHT VEHICLE TRIP PERMIT, FORM 735-306
Actual size 5½" x 8½"

D 565060 DEALER TRIP PERMIT

VALID 21 DAYS (INCLUDING EFFECTIVE DATE)

LIGHT VEHICLE

EFFECTIVE DATE: MONTH | DAY | YEAR

NAME OF PURCHASER (PRINT LAST, FIRST, MIDDLE)

STREET ADDRESS

EXPIRATION DATE: MONTH | DAY | YEAR

CITY, STATE, ZIP CODE

VEHICLE DESCRIPTION

YEAR | MAKE | BODY STYLE

FEE: $30

VEHICLE IDENTIFICATION NUMBER

CURRENT PLATE NUMBER

DRIVER LICENSE / PERMIT / I.D. / CUSTOMER NUMBER

STATE OF ISSUE

SIGNATURE OF ISSUER X

DEALER OR ACCOUNT NUMBER

I **certify** this motor vehicle is covered by an insurance policy that meets the requirements of ORS 806.080 and will continue to be covered for as long as the permit is valid.

INSURANCE COMPANY NAME

POLICY NUMBER

CUSTOMER SIGNATURE X

DATE

735-306 (10-09)

DMV COPY

STK# 305044

1108361-10 / 10056830

Issuing a Dealer/Tower Trip Permit, Form 735-307

A Dealer/Tower Trip Permit, Form 735-307, may only be issued when a dealer or tower is required to remove the registration year stickers from both Oregon registration plates that are on passenger vehicles they sell (see section in this chapter entitled "When an Oregon Dealer Sells a Vehicle" for more information).

There are now two options for ordering Dealer Trip Permit books:

- Form 735-307: Book of 25 permits - $375.00 ($15.00 for each permit)
- Form 735-307A: Book of 5 permits - $75.00 ($15.00 for each permit)

Forms 735-307 and 307A are identical except for the form number, and in the top right corner Form 735-307 has an

*A light vehicle trip permit may **not** be issued to the following types of vehicles:*

- *camper*
- *travel trailer*
- *motor home*
- *fixed load*
- *snowmobile*
- *tow/recovery*

"NS" while Form 735-307A has an "SN." (See the example end of this section.)

Dealers and towers may issue up to two 10-day trip permits per vehicles for $15 each if the registration stickers have been removed.

Complete the permit as follows:

FRONT (Press firmly so the information transfers through to all copies.)

- The name and address of the customer.
- The effective date and expiration date. Dealers or towers may **only** issue Dealer/Tower Trip Permits for **10 days** from the issue date.
- Vehicle description. Be sure the VIN is correct and legible.
- Customer's driver license number and the state of issue. (Leave this blank if the customer has no license or is a business.)
- Signature of dealer or tower employee and **dealer or tower number**.
- Have the customer:
    - Write in their insurance company name (not the agent's name) and policy number on the permit; and
    - Sign and date the permit form.

DO NOT ISSUE A PERMIT if the customer does not have insurance and cannot provide their insurance company name **and** policy number

BACK

- Complete the "Window" copy (back) by writing in the effective date, dealer number and the expiration date. (See Chapter S.) Write the expiration date using a wide black felt marking pen. The effective and expiration dates, including the day of expiration, must match those on the front of the permit. Place this copy in the vehicle.

Send the white DMV copy to DMV Records Services, 1905 Lana Ave NE, Salem, OR 97314, within seven days of the date the permit was issued. Retain the blue copy for your records.

Example of DEALER/TOWER TRIP PERMIT, FORM 735-307
Actual size 5½" x 8 ½"

NS 073085 DEALER / TOWER TRIP PERMIT

VALID 10 DAYS (INCLUDING EFFECTIVE DATE)

MOTOR VEHICLE

EFFECTIVE DATE MONTH DAY YEAR

NAME OF PURCHASER (PRINT LAST, FIRST, MIDDLE)

STREET ADDRESS

EXPIRATION DATE MONTH DAY YEAR

CITY, STATE, ZIP CODE

VEHICLE DESCRIPTION

YEAR MAKE BODY STYLE

FEE: $15

VEHICLE IDENTIFICATION NUMBER

CURRENT PLATE NUMBER

VOID

DRIVER LICENSE / PERMIT / I.D. / CUSTOMER NUMBER

STATE OF ISSUE

SIGNATURE OF ISSUER

X

DEALER OR TOWER NUMBER

I **certify** this motor vehicle is covered by an insurance policy that meets the requirements of ORS 806.080 and will continue to be covered for as long as the permit is valid.

INSURANCE COMPANY NAME

POLICY NUMBER

CUSTOMER SIGNATURE

X

DATE

DRIVER AND MOTOR VEHICLE SERVICES DEPARTMENT OF TRANSPORTATION OREGON

735-307 (10-09) DMV COPY STK# 305307

1101052-09 / 9118429

Issuing a Temporary Registration Permit, Form 735-315

A Temporary Registration Permit, Form 735-315, may be issued to a vehicle purchaser by an Oregon dealer if the dealer collects title, and registration or plate transfer fees, and if the dealer submits the combined title and registration application to DMV on the purchaser's behalf. The Form 735-315 is for all vehicles other than motorcycles or mopeds. For motorcycle/moped temporary registration permits, see section below titled "Issuing a Temporary Motorcycle Permit, Form 735-309."

Form 735-315 allows the use of the vehicle while the customer is waiting for plates and stickers. Temporary registration permits are valid for 90 calendar days. When a temporary registration permit has been issued, DMV's copy of the permit and all title and registration documents and fees **must be taken or mailed to DMV within 30 days from the date the dealer sells the vehicle**. Dealers cannot extend the temporary registration permit beyond 90 days, nor can they issue a second permit. If a customer needs another permit, they must go to a DMV office.

The Form 735-315 is proof of temporary registration until a transaction is processed at DMV headquarters. The effective date of the registration is the date the temporary registration permit is issued.

A Form 735-315 **cannot** be issued if the vehicle has not met DEQ requirements where applicable. If DEQ is required for a vehicle, a Trip Permit, Form 735-306, may be issued to allow the vehicle to be taken to a DEQ inspection station.

Complete the permit as follows:

FRONT (Press firmly so the information transfers through to all copies.)

- The name and address of the customer. (This does not copy through to the window copy.)
- The effective date and expiration date. Dealers may only issue temporary registration permits for 90 days from the issue date.
- Vehicle description. Be sure the VIN is correct and legible. The Weight/Length box must be completed, if the vehicle's registration is calculated by weight or length.
- Customer's driver license number and the state of issue. Leave this blank if the customer has no license or is a business. (The driver license field does not copy through to the window copy.)
- Title and registration fees. If a plate transfer is occurring, write $6 plate transfer fee in the registration fee box.
- Signature of dealer employee and dealer number (not the signature of the customer).

BACK

- Complete the "Window" copy (back) by writing in the effective date, dealer number and the expiration date. (See Chapter S.) **Write the expiration date using a wide black felt marking pen.** The effective and expiration dates, including the day of expiration, must match those on the front of the permit. Place this copy in the vehicle.

Attach the "DMV" copy (white copy) to the title documents to be sent to DMV. Leave the yellow copy in the book.

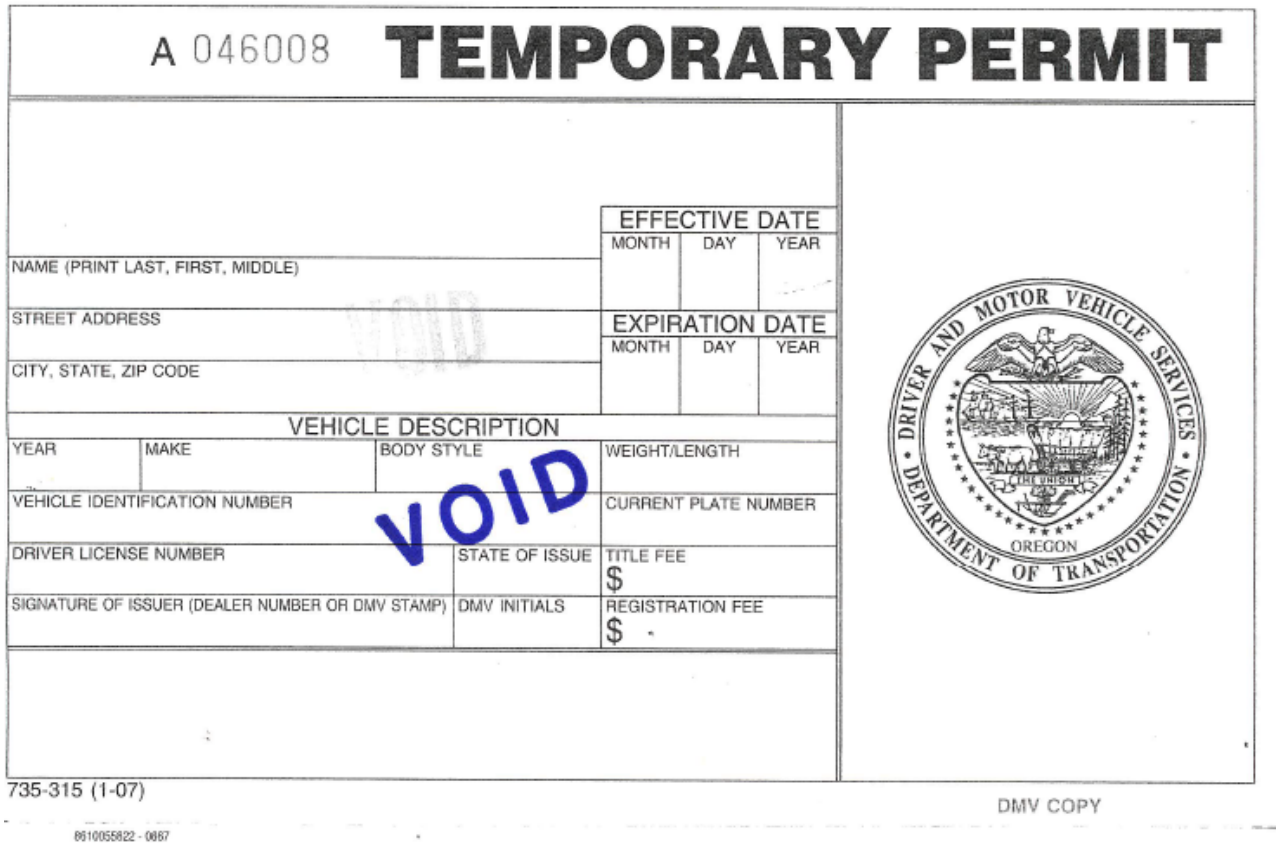
If a permit is voided, leave all three copies of the voided permits in the book. A signed explanation as to why the permit is voided must accompany each voided permit.

When all permits have been issued, return the book and yellow copies to:

DMV, Business License Unit
1905 Lana Ave. NE
Salem, OR 97314

The permit books will be audited and a replacement book will be sent to you. If the yellow copies were removed for any reason, they must be put back into the book in number order for auditing. Yellow copies not in order will cause a delay in replacing temporary registration permit books. DO NOT submit an empty book to a DMV local office. Mail to DMV, Business License Unit, at the address above, or return the book in person to 1965 Lana Ave NE, Salem OR 97314.

Example of TEMPORARY REGISTRATION PERMIT, FORM 735-315
Actual size 5½" x 8½"


A 046008 TEMPORARY PERMIT

EFFECTIVE DATE
MONTH DAY YEAR

NAME (PRINT LAST, FIRST, MIDDLE)

STREET ADDRESS

EXPIRATION DATE
MONTH DAY YEAR

CITY, STATE, ZIP CODE

VEHICLE DESCRIPTION

YEAR | MAKE | BODY STYLE | WEIGHT/LENGTH

VEHICLE IDENTIFICATION NUMBER | CURRENT PLATE NUMBER

DRIVER LICENSE NUMBER | STATE OF ISSUE | TITLE FEE $

SIGNATURE OF ISSUER (DEALER NUMBER OR DMV STAMP) | DMV INITIALS | REGISTRATION FEE $

VOID

DRIVER AND MOTOR VEHICLE SERVICES
DEPARTMENT OF TRANSPORTATION
OREGON

735-315 (1-07)

DMV COPY

8610055822 - 0687

Issuing a Temporary Motorcycle Permit, Form 735-309

A Temporary Permit, Form 735-309, may be issued to a motorcycle or moped purchaser by an Oregon dealer if the dealer collects the title, and registration or plate transfer fees, and if the dealer submits the combined title and registration application to DMV on the purchaser's behalf. The Form 735-309 is only for motorcycles or mopeds. For other vehicle temporary registration permits, see section above titled "Issuing a Temporary Registration Permit, Form 735-315."

The motorcycle/moped temporary registration permit fits in the motorcycle/moped license plate frame. The permit is made of water resistant material. Customers receive and carry a paper copy of the permit that also contains the owner and vehicle information in addition to the information listed on the permit.

Form 735-309 allows the use of the motorcycle or moped while the customer is waiting for plates and stickers. These permits are valid for 90 calendar days. When a temporary registration permit has been issued, DMV's copy of the permit and all title and registration documents and fees **must be taken or mailed to DMV within 30 days from the date the dealer sells the vehicle**. Dealers cannot extend the temporary registration permit beyond 90 days, nor can they issue a second permit. If a customer needs another temporary registration permit, they must go to a DMV office.

A Form 735-309 **cannot** be issued if the vehicle has not met DEQ requirements where applicable. If DEQ is required for a vehicle, a Trip Permit, Form 735-306, may be issued to allow the vehicle to be taken to a DEQ inspection station.

Complete the permit as follows:

FRONT (Press firmly so the information transfers through to all copies.)

- The name and address of the customer.
- The effective date and expiration date. Dealers may only issue temporary registration permits for 90 days from the issue date.
- Vehicle description. Be sure the VIN is correct and legible.
- Customer's driver license number and the state of issue. (Leave this blank if the customer has no license or is a business.)
- Title and registration fees. If a plate transfer is occurring, write $6 plate transfer fee in the registration fee box.
- Signature of dealer employee and dealer number (not the signature of the customer).

BACK

- Complete the "Window" copy (back) by writing in the effective date, dealer number and the expiration date. (See Chapter S.) **Write the expiration date using a wide black felt marking pen.** The effective and expiration dates, including the day of expiration, must match those on the front of the permit. Place this copy in the motorcycle/moped license plate frame.

Attach the "DMV" copy (white copy) to the title documents to be sent to DMV. Leave the yellow copy in the book.

If a permit is voided, leave all three copies of the voided permits in the book. A signed explanation as to why the permit is voided must accompany each voided permit.

When all permits have been issued, return the book and yellow copies to:

DMV, Business License Unit
1905 Lana Ave. NE
Salem, OR 97314

Temporary motorcycle registration permit books will be audited and a replacement book will be sent to you. If the yellow copies were removed for any reason, they must be put back into the book in number order for auditing. Yellow copies not in order will cause a delay in replacing permit books. DO NOT submit an empty book to a DMV local office. Mail to DMV, Business License Unit, at the address above, or return the book in person to 1965 Lana Ave NE, Salem OR 97314.

Example of TEMPORARY MOTORCYCLE PERMIT, FORM 735-309
Actual size 4" x 7"

MT 015184 TEMPORARY MOTORCYCLE PERMIT

EFFECTIVE DATE
MONTH DAY YEAR

NAME (PRINT LAST, FIRST, MIDDLE)

STREET ADDRESS

EXPIRATION DATE
MONTH DAY YEAR

CITY, STATE, ZIP CODE

VOID

VEHICLE DESCRIPTION

YEAR | MAKE | BODY STYLE | CURRENT PLATE NUMBER

VEHICLE IDENTIFICATION NUMBER

DRIVER LICENSE NUMBER | STATE OF ISSUE | TITLE FEE $

SIGNATURE OF ISSUER (DEALER NUMBER OR DMV STAMP) X | DMV INITIALS | REGISTRATION FEE $

735-309 (8-08)

STATE OF OREGON 1859

VOID

DMV COPY

Dealer business submitted to DMV

Dealers may submit applications for title and/or registration to any local DMV office or by mail to the DMV headquarters office. Dealers may drop off transaction packages for processing at a local DMV office, excluding express DMV offices. DMV encourages dealers to limit the packages to 10 transactions per check to enable them to process the packages in a timely manner.

If you choose to wait in line for a customer service representative, you have the same options as other customers. Normally, a DMV office will only accept up to five transactions at a time per customer as a courtesy to the public, since this limits the time any one person will take at the counter. If you have several transactions, this could result in a long wait to get them all processed. The amount of transactions accepted at one time varies in each DMV office. You may want to contact that office ahead of time to verify the amount of transactions accepted. **DMV express offices do not process or accept dealer packs.**

When a dealer submits transactions in a pack to a local DMV office, the office will process the work in about five to seven working days. If there is a problem with one or more transactions, you should hear from that office within three days. Once a transaction is accepted by DMV either by mail or in a local office, the average title processing time is 21 days. The processing time will be longer if a transaction is not in order.

If an application you submit with your dealer business shows a security interest holder, the application must be retained by DMV even if it is incomplete. On these incomplete transactions, you will be provided with a “Customer Service Checklist” form indicating additional requirements are still needed. Plates and/or stickers will not be issued until all title and registration requirements are met. When you have all the additional requirements together, you may take them **with the checklist form** to the local office, or mail them to DMV headquarters. The plates and/or stickers will be issued when all requirements are received.

If you submit an incomplete application that does not show a security interest holder, it will be returned to you with a refund of the fees for that application. Please note that local DMV offices will only refund amounts up to $100. If a refund is more than $100, you will need to bring another check to the office for the amount needed for the completed applications.

When you submit Transitional Ownership Documents (TOD) at the same time other documents are submitted, make sure you write a separate check for the TODs. For more information on submitting documents to your local DMV office, please contact the manager at that office. See Chapter I for more information on TODs.

When a dealer handles an application that includes issuance of license plates and/or stickers, the dealer is responsible for ensuring customers receive these items in a timely way. The dealer must maintain records of the actions taken to notify the purchaser or to deliver the registration items. When a customer contacts DMV about license plates and/or stickers their dealer was responsible for providing to them, they will be referred back to their dealer.

Compliance and sanctions for all dealers

Failure of a vehicle dealer to comply with Oregon laws and rules may result in the dealer's business certificate being revoked, suspended, or the dealer placed on probation. In addition, civil penalties may be assessed.

The Business Regulation Investigation Unit monitors your compliance with laws and rules relating to your operation as a vehicle dealer. The primary tool is the dealer inspection or audit conducted by a DMV Investigator. Routine inspections are scheduled at "reasonable intervals." The investigator will spot check records to determine if the dealer submits title work on time, has written consignment agreements, submits Dealer Notice of Vehicles Purchased (Form 735-165), and keeps adequate records of transactions. The investigator will check for compliance in other areas as well. If the check reveals violations, the investigator may look at additional records. At the end of the inspection, the investigator will give the dealer an Inspection Report and Correction Notice specifying any deficiencies found.

Not all inspections, of course, are routine. Some are prompted by consumer complaints or other information DMV has received. With this type of inspection (known as an investigation), the dealer may be asked to produce records of a specific transaction. At the conclusion of the investigation, the dealer will receive a Complaint Investigation Report and/or an Inspection Report and Correction Notice.

Sanctions

If the DMV investigator discovers a deficiency, the investigator will submit a report to the Chief Investigator at the DMV headquarters. These reports are reviewed, and if some type of administrative sanction is appropriate, DMV has several alternatives. The dealer may be sanctioned. In these cases, the dealer's license and/or status as an agent of DMV may be placed on probation; the license may be suspended, cancelled, or revoked. Dealers may also be assessed civil penalties in addition to or in lieu of sanctions.

Other than the issuance of a Correction Notice, probation (with terms of probation) is the least severe sanction DMV will impose. Probation means that there will be closer scrutiny of transactions submitted by the dealer. A follow-up inspection is scheduled prior to the ending date of the probation. The dealer is subject to further sanctions, including suspension or revocation of the dealer license, if additional violations of a similar nature are committed.

While each case must stand on its own, suspension of a dealer license is generally reserved for serious violations or repeat violators. DMV's intent in suspending a dealer license is to protect the public from possible loss due to a dealer's operation. Violations that can result in the suspension of a dealer license include, **but are not limited to**, providing false information on the dealer application, fraudulent title or registration submissions, failure to pay off liens on vehicles purchased, repeated failure to submit title documents on time, and illegal consignment practices.

The 1991 Legislature gave DMV the authority to issue civil penalties of no more than $1,000 per violation against licensed dealers who violate laws or rules relating to dealer operation. Oregon Administrative Rules implement this legislation. In those rules, DMV has adopted a schedule of penalties for each violation which **may** be used by DMV in assessing penalties. The most serious violations call for substantial penalties at the first offense. Other violations may result in a warning for the first offense.

DMV also has the authority to penalize persons acting as unlicensed dealers up to **$5,000 per vehicle**. In addition, DMV may seek criminal or injunctive action against unlicensed dealers.

Any dealer, licensed or unlicensed, is entitled to an administrative hearing on any penalties or sanctions proposed by DMV. Information on how to obtain such a hearing is contained in the notice of probation, suspension, cancellation, revocation, or civil penalty.

For copies of the Administrative Rules, call the ODOT Rules Coordinator at 503-986-3171, or access the DMV Web site at www.oregondmv.com.