A Public Service Agency

VEHICLE LESSOR-RETAILER PROGRAM HANDBOOK

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APPLICATION REQUIREMENTS FOR VEHICLE LESSOR-RETAILER LICENSE

PURPOSE

The purpose of this pamphlet is to assist the prospective vehicle lessor-retailer by describing the requirements to obtain a vehicle lessor-retailer license from the Department of Motor Vehicles (DMV).

WHAT IS A VEHICLE LESSOR-RETAILER?

A "vehicle lessor-retailer" is any lessor or renter who sells previously leased or rented vehicles "to the public other than (1) a person who has leased the vehicle for at least one year, or (2) a buyer for agricultural, business or commercial purpose, or (3) a government agency." A lessor-retailer must secure either a vehicle dealer or lessor-retailer license to conduct this activity. (California Vehicle Code [CVC] §§286, 373, and 11600 et seq.)

BACKGROUND INVESTIGATION

A background investigation is conducted on all applicants. Failure to disclose convictions or providing incorrect information on the application may result in the refusal or denial of your license. The department may refuse to issue a license to any applicant who has been convicted of a crime or committed any act or engaged in any conduct involving moral turpitude which is substantially related to the qualifications or duties of the licensed activity. A conviction based on plea of nolo contendere is a conviction within the meaning of this section. CVC §11604. Persons previously working under a license issued by DMV, which was revoked or suspended for cause may also be denied a license. In addition, the California Code of Regulations (CCR) and additional sections of the CVC provide guidelines used by the department in determining whether a license should be issued. (CCR, Title 13, Chapter 1.)

LESSOR-RETAILER'S LICENSE FEES AND FORMS

(CVC §§9262 and 11600 et seq.)

Every applicant for a vehicle lessor-retailer's license **must**:

- File an application with the department.
- Pay the required fees.

FEES

- $175 Non-refundable application fee
- $1 For Family Support Program
- $70 For each branch location (if applicable)

The Family Support Program fee is paid on original and renewal applications.

FORMS

- OL 12, Application for Original Occupational License, Part C
- OL 21A, Original Application for Occupational License, Part A
- OL 25B, Surety Bond of Motorcycle Dealer, Motorcycle Lessor-Retailer, or Wholesale-Only Dealer (Less Than 25 Vehicles Per Year) **OR**
- OL 25C, Surety Bond of Lessor-Retailer **OR** OL 25E, Deposit Agreement and Assignment (PDF)
- OL 29B, Application for Occupational License Personal History Questionnaire, Part B, Business Licensing Unit (Required for each person listed under ownership on form OL 12)
- OL 903, Property Use Verification for Vehicle Lessor-Retailer's License

- ADM 9050, Appointment of Director as Agent for Service of Process
- DMV 8016, Request for Live Scan Clearance (receipt) (Required for each person completing form OL29B)
- ADM 1316, Fingerprint Card (out-of-state applicants only) Fingerprint cards may be obtained by calling Occupational Licensing at (916) 229-3126 or your local Inspector.

The following documents are also required as part of the application package:

- Photograph(s) of business location
- Corporation, Limited Liability Company or Limited Liability Partnership owned businesses only: A copy of Articles of Incorporation, Corporate Minutes or other document filed with the Secretary of State
- Copy of your City and/or County Business License
- Copy of Board of Equalization Resale Permit
- Copy of your Fictitious Name Statement
- Copy of lease or rental agreement

LESSOR-RETAILER RENEWAL FEES AND FORMS

FEES

- $125 Renewal application fee
- $1 For Family Support Program
- $70 Renewal of branch location (each location)

The Family Support Program fee is paid on original and renewal applications.

FORMS

- OL 45, Renewal Application

LESSOR-RETAILER MODIFICATION FEES AND FORMS

FEES

- $70 Name change
- $70 Address change
- $70 Add a branch
- $70 Officer Change

FORMS

- OL 15, Corporate Officers and/or Director Change
- OL 15A, Limited Liability Company Member and/or Appointed Officer Change
- OL 21, Application for Modification to Occupational License
- OL 29B, Application for Occupational License Personal History Questionnaire, Part B, Business Licensing Unit
- OL 73, Application for Temporary Branch Location
- OL 903, Property Use Verification for Vehicle Lessor-Retailer's License
- DMV 8016, Request for Live Scan Clearance (receipt) (Required for each person completing form OL 29B)
- ADM 9050, Appointment of Director as Agent for Service of Process

The following documents may also be required as part of the application package:

- Photograph(s) of business location
- Corporation, Limited Liability Company or Limited Liability Partnership owned businesses only: A copy of Articles of Incorporation, Corporate Minutes or other document filed with the Secretary of State
- Bond Rider
- Copy of your City and/or County Business License
- Copy of Board of Equalization Resale Permit
- Copy of your Fictitious Name Statement
- Copy of lease or rental agreement

LESSOR-RETAILER – FREQUENTLY ASKED QUESTIONS

Listed below are the most frequently asked questions. This list is not all inclusive nor is it intended to be. If you have any questions, please contact your local Inspector or call (916) 229-3126.

Where can I obtain application forms?

All forms and application packages can be downloaded from the internet at **www.dmv.ca.gov/vehindustry/ol/lessor.htm**. Further licensing information is contained in the application package.

How long will it take for the department to process my application?

The average time for processing an application may be up to 120 days to allow the department time for investigation and processing of the license.

Does the department issue temporary permits?

Pending the satisfaction of the department that the applicant has met the requirements for the license, the department may issue a temporary permit for a period not to exceed 120 days while it completes its investigation and determination of all facts relative to the qualifications of the applicant for the license. CVC §11607

Where do I file my application?

Application packages for vehicle lessor/retailers are submitted to Occupational Licensing Inspectors.

Where do I call if I have questions?

If you have general licensing questions you may call (916) 229-3126.

What is the license renewal period?

The vehicle lessor-retailer's license is renewed annually, based on the month the original license was issued. Renewals should be made before the expiration of the license. If you do not renew your license before it expires, you may renew your license within thirty (30) days following the expiration date by paying the annual renewal fee and a penalty equal to 100 percent of the original application fee. Renewals will not be accepted for licenses that have been expired for more than 30 days.

How do I renew my license?

About 45 days before the expiration of your license you should receive a courtesy notice for renewal. After you complete the courtesy notice, you will need to mail your renewal form and fees to:

Department of Motor Vehicles
Occupational Licensing Section
P.O. Box 932342 MS L224
Sacramento, CA 94232-3420

If you do not receive a courtesy notice, please call (916) 229-3126.

What is live scan fingerprinting?

Live Scan is inkless electronic fingerprinting. The fingerprints are electronically transmitted to the Department of Justice (DOJ) for completion of a criminal record check.

Who is affected by it?

Anyone applying for the first time to be licensed as a vehicle salesperson, dealer, driving instructor or any other vehicle industry related occupation licensed by DMV will be live scan fingerprinted. It also applies to first time applicants for an ambulance driver certificate.

NOTE: The applicant must go to a Live Scan site to be Live Scan fingerprinted before applying for an Occupational License at DMV. If you have held an Occupational License issued by DMV in the past 3 years, you may not require a new set of prints.

Where are the live scan sites?

A current list of DOJ's Live Scan stations is available through DOJ's internet web page. The internet address is:

http://ag.ca.gov/fingerprints/publications/contact.htm

Or, you may call your local police or sheriff's department for the nearest Live Scan station that is available to the general public.

LICENSING AUTHORITY FOR VEHICLE LESSOR-RETAILER

CVC §§286 (i) and (j), 373, 11600 et seq., and 11700 et seq. The California Vehicle Code is available for purchase from the Department of Motor Vehicles. CCR Title 13, Chapter 1.