



**\*\*BE PREPARED FOR YOUR INSPECTION\*\***

At the time your inspection is conducted you will be required to be prepared with the following items, showing your business is ready for operation:

**A. HAVE POSTED ANY AND ALL SIGNS REQUIRED FOR YOUR BUSINESS.**

**New Car Dealer**

1. Lemon law (auto dispute program) signs posted in the service area.
2. V.I.N. etching cost sign.

**New and Used Dealer, also Repairer**

1. Customer rights.
2. Labor and storage price sign.
3. V.I.N. etch sign.
4. Dealer conveyance/processing sign

**B. NEW AND USED DEALERS WILL BE REQUIRED TO DEMONSTRATE THE PROPER USE OF:**

- Sales orders**
- Sales invoices**
- Federal odometer statements**
- Buyers Guide stickers**
- Estimate orders and your provision for documenting oral authorization**
- Waiver of estimates**
- Loan agreement (dealers plates)**
- Repair-orders**
- Supplemental I.D. card for plate use**
- Dealer conveyance/processing forms**

**C. REPAIRERS WILL BE REQUIRED TO HAVE AND DEMONSTRATE THE PROPER USE OF:**

- Repair orders**
- Estimate orders and your provisions for documenting oral authorization**
- Waiver of estimates**
- Loans agreement (repair plates)**
- Supplemental I.D. card for plate use**

**D. A TOWING BUSINESS MUST BE LICENSED AS A DEALER/REPAIR AND WILL BE REQUIRED TO HAVE TOW RECORD (INVOICES) AND BE KNOWLEDGED IN THE PROPER METHODS TO DISPOSE OF ABANDONED VEHICLES.**

**E. PROPER TOOLS AND EQUIPMENT REQUIRED FOR THE OPERATIONS OF YOUR BUSINESS. NEW AND USED DEALERS WILL BE REQUIRED TO HAVE NECESSARY TOOLS/EQUIPMENT TO PERFORM A COMPLETE SAFETY INSPECTION.**

**F. AN EXAM WILL BE GIVEN BEFORE OR AT THE TIME OF YOUR FINAL INSPECTION FOR YOUR KNOWLEDGE OF THE AUTOMOBILE SALES OR REPAIR BUSINESS AS REQUIRED BY STATE LAWS.**