

Please indicate Dealer Certificate Number in Box



SELF-INSPECTION CHECKLIST

COMPLETE & SIGN THIS CHECKLIST AND RETURN WITH YOUR RENEWAL

Purpose: This checklist may help with the dealer’s business operations. Keeping in compliance with these items listed below may help better prepare you for a satisfactory rating on your next MVDB Inspection.

Instructions: The Dealer -Operator should review each item, initial and sign. **BEFORE YOU RETURN THIS CHECKLIST TO MVDB WITH YOUR RENEWAL APPLICATION MAKE A COPY FOR YOUR RECORDS.**

AS THE DEALER OPERATOR I CERTIFY THAT I HAVE PERSONALLY REVIEWED EACH OF THE ITEMS BELOW and have initialed and signed this form:

No.	Dealer-operator initials	Item
1		I have reviewed my insurance policy and certify that the number of dealer plates insured is equal to the number of dealer plates issued to me. I have attached a copy of my Certificate of Liability Insurance indicating the number of plates insured.
2		If an Online Dealer, I certify all passenger plates and decals are kept in a secure storage place at the dealership.
3		I certify that I reviewed and know the proper use of dealer plates including who may use them and when they may be used and that the dealership is keeping proper record of tag use.
4		Only authorized personnel have access to the Print On Demand (POD) user name and password information. Passwords are changed regularly and when those employees with knowledge of the password leave my employment.
5		I know that I am responsible to ensure that all POD authorized personnel have been properly trained on our POD vendor software and know the DMV POD procedures. I certify that POD tags are NEVER emailed or faxed to anyone including my customers.
6		I certify all salesperson(s) hold a valid sales license assigned to the dealership. I also certify that all salesperson(s) payroll records such as W-2s; W-4’s; payroll statements; commission reports and pay stubs are stored at the dealership. IRS Form 1099 is not applicable to salespersons.
7		I have checked the dealer certificate, salesperson list, and processing fee to ensure they are current, properly displayed and seen by the general public at the dealership.
8		I have randomly checked my retail inventory and deal files to ensure that state safety inspections have been performed on all vehicles sold at retail as required by state law and we maintain records of these inspections.
9		I know that I am responsible for advertisements, including those posted on the internet. If I advertise on Craigslist or similar websites or mobile apps my ads will be in the Dealer Section and NOT in the “For Sale by Owner” section.
10		My dealership has an online/social media advertising policy for employees that consolidates advertising efforts to dealership sponsored and approved advertising mediums, to include all social media platforms. At a minimum, this policy will be reviewed with dealership employees annually and signed/dated by dealership management and employees.
		CONTINUE ON REVERSE SIDE

Dealer Certificate Number:

No.	Dealer-operator Initials	ITEM		
11		I maintain all dealer records for 5 years at my dealership location unless I have received prior approval for a record keeping variance by the Board. All of my dealer records are securely stored and readily available for MVDB inspection, specifically the Certificate of Liability Insurance indicating the number of dealer plates insured.		
12		<p>I maintain the forms listed are kept in a secure location and they are readily available for the MVDB Inspection. At a minimum the records include:</p> <ol style="list-style-type: none"> 1. Vehicle Title (front and back copy) 2. Odometer Certification Form 3. Copy of Vehicle Safety Inspection 4. Buyer's Order (Bill of Sale) 5. Copy of Reassignment VAD 20 6. Properly completed Federal Buyer's Guide (for pre-owned) 7. Registration Transfer VSA 27 8. Copies of any financing agreement, extended service contracts <p>* A "Best Practice" recommendation is to maintain all of the forms listed in a Deal Folder/Jacket for simplicity and ease of retrieval.</p> <p>Also maintained at the dealership is a copy of the most recent Certificate of Liability Insurance.</p>		
13		I have confirmed that the dealership address (current location) matches what is pre-printed on the MVDB 10 (renewal application) and also matches what is displayed on my dealer certificate.		
14		I am using the most current MVDB 61 when hiring a new salesperson. This form and other MVDB forms can be downloaded at: https://mvdb.virginia.gov/formsandpublications/		
15		I certify I have provided my current buyer's order to the MVDB		
16		I will notify MVDB when I plan to close my dealership during its posted business hours		
17		I have reviewed, completed, and signed all renewal forms with accuracy. If necessary, I have corrected any pre-printed information on the renewal forms prior to submitting to the MVDB.		
18		If you are an independent dealer-operator, the dealer-operator is current on their recertification requirement and understands they must recertify every 24 months to keep this qualification. Failure to do so may result in a loss of qualification and impact the dealer certificate. I keep the MVDB up to date on my contact information including dealer-operator email address, home mailing address, and primary contact telephone number as indicated on the MVDB 10.		
19		<p>Please sign and date this form below upon completion and return with the renewal forms and fees to MVDB.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 5px;">Dealer/Dealer-Operator Name (print clearly)</td> </tr> <tr> <td style="padding: 5px;">Dealer/Dealer-Operator Name (signature) & Date</td> </tr> </table> <p style="text-align: center; font-size: 2em; font-weight: bold;">X</p>	Dealer/Dealer-Operator Name (print clearly)	Dealer/Dealer-Operator Name (signature) & Date
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