

Please indicate Dealer Certificate Number in Box

MVDB 58 (09/05/2017)



## 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.
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 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 my ads will be in the Dealer Section and NOT in the “For Sale by Owner” section.
		<b>CONTINUE ON REVERSE SIDE</b>

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No.	Dealer-operator Initials	ITEM		
10		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.		
11		<p>I maintain the forms listed are kept in a secure location and they are readily available for MVDB Inspection. At a minimum the records include:</p> <ol style="list-style-type: none"> <li>1. Vehicle Title (front and back copy)</li> <li>2. Odometer Certification Form</li> <li>3. Copy of Vehicle Safety Inspection</li> <li>4. Buyer's Order (Bill of Sale)</li> <li>5. Copy of Reassignment VAD 20</li> <li>6. Properly completed Federal Buyer's Guide (for pre-owned)</li> <li>7. Registration Transfer VSA 27</li> <li>8. Copies of any financing agreement, extended service contracts</li> </ol> <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>		
12		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.		
13		<p>When hiring a new salesperson, I am using the most current MVDB 61 Revision: (08/25/2017). I know I can secure <b>all</b> current forms by downloading at: <a href="http://www.mvdb.virginia.gov/forms/default.aspx">http://www.mvdb.virginia.gov/forms/default.aspx</a></p>		
14		I certify I have provided my current buyer's order to MVDB		
15		I will notify MVDB when I plan to close my dealership during its posted business Hours		
16		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 MVDB.		
17		If you are an independent dealer-operator, the dealer-operator is current on their recertification requirement and understands they must recertify every 36 months to keep this qualification. Failure to do so may result in a loss of qualification and dealer certificate. I keep 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.		
18		<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%;"> <tr> <td data-bbox="516 1528 1386 1650">Dealer/Dealer-Operator Name (print clearly)</td> </tr> <tr> <td data-bbox="516 1650 1386 1734">Dealer/Dealer-Operator Name (signature) &amp; Date</td> </tr> </table> <p style="text-align: center; font-size: 2em;"><b>X</b></p>	Dealer/Dealer-Operator Name (print clearly)	Dealer/Dealer-Operator Name (signature) & Date
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