



STATE OF FLORIDA  
DEPARTMENT OF HIGHWAY SAFETY AND MOTOR VEHICLES

**PLEASE SUBMIT THIS APPLICATION TO THE REGIONAL OFFICE RESPONSIBLE FOR YOUR DEALERSHIP**

**MODIFICATION TO DEALER LICENSE FOR LICENSED MOTOR VEHICLE, MOBILE HOME, OR RECREATIONAL VEHICLE DEALERS**

Entered by: \_\_\_\_\_

Approved by: \_\_\_\_\_

**Do not use white out or correction tape on this modification form.**

Current License No.: \_\_\_\_\_

Licensee Name: \_\_\_\_\_

Fictitious Business Name (d/b/a): \_\_\_\_\_

Telephone Number: Home: \_\_\_\_\_ Cell: \_\_\_\_\_

Office: \_\_\_\_\_ Fax No.: \_\_\_\_\_

Business E-mail Address: \_\_\_\_\_

**I hereby request the following modifications to my current dealer license:**

(Please check and answer all application choices that apply.)

- Add Location:  Selling Used Vehicles Only  Selling New and Used Vehicles  Selling RV/Park Models

Physical Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Leased  Owned Date: \_\_\_\_\_

- Change of Location:

Old Address: \_\_\_\_\_

New Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Leased  Owned Date: \_\_\_\_\_

- Licensee Name Change  d/b/a Name change

Former Name: \_\_\_\_\_

New Name: \_\_\_\_\_

- Deleting Line-Make(s): \_\_\_\_\_

- Adding Line-Make(s): \_\_\_\_\_

Existing Line-Make(s): \_\_\_\_\_

If you are adding or deleting line-make(s) from your license, please list all line-makes you are currently authorized to sell.

- Change of Mailing Address:

Old Address: \_\_\_\_\_

New Address: \_\_\_\_\_

- Change of Supplemental Location to Primary Location (where old primary location is closed)

- Change of Supplemental Location to Primary Location and Change of Primary Location to Supplemental Location (where primary and supplemental locations remain open)

New Primary Location Address: \_\_\_\_\_

New Supplemental Location Address: \_\_\_\_\_

- Postal Update:

Updated Postal Address: \_\_\_\_\_

Under penalty of perjury, I do swear and affirm that the information contained in this application is true and correct and that applicant will abide by all laws of Florida, including Chapters 319 and 320, Florida Statutes, and all applicable rules, and procedures of the Department of Highway Safety and Motor Vehicles. I further certify that I am authorized to bind the application with my signature.

**Office Use Only**

LICENSE
ISSUE DATE
DATE RECEIVED IN REGIONAL OFFICE
DATE COMPLETED IN REGIONAL OFFICE
DATE MAILED TO HEADQUARTERS
DATE RECEIVED IN DEALER LICENSE SECTION
AMOUNT
<input type="checkbox"/> CHECK CHECK NUMBER
<input type="checkbox"/> CASH <input type="checkbox"/> CREDIT CARD
PAYMENT NUMBER
FRVIS CUSTOMER NUMBER
SITE INSPECTION NUMBER

Zone #: \_\_\_\_\_

Insp #: \_\_\_\_\_

Officer's Signature

Printed or Typed Name and Title

Date

## **Completion Guidelines for Dealer License Applicants to Modify Their Existing License, Form HSMV 86072**

**PLEASE SUBMIT THIS APPLICATION TO THE REGIONAL OFFICE RESPONSIBLE FOR YOUR DEALERSHIP**

Modifications are requested only by dealers who are already licensed by the Department.

Correct modification box must be checked by the licensed applicant if they are submitting an application to modify certain information on their license.

Do not use white out or correction tape on this form.

The following documents are required by the Department for modifications to an existing license:

### **SUPPLEMENTAL LOCATION ESTABLISHMENT (Add Location)**

#### **Documents required for supplemental location establishment for a licensed independent dealer (VI), wholesale dealer (VW), salvage dealer (SD) and auctions (VA):**

- Completed form HSMV 86072, Modification to Dealer License for Licensed Motor Vehicle, Mobile Home, or Recreational Vehicle Dealers;
- True copy of lease agreement/proof of ownership or property tax;
- A copy of the original Surety Bond, Irrevocable Letter of Credit, or an original continuation certificate in the amount of \$25,000 for the licensing period that was submitted with the primary location;
- A copy of the garage liability insurance certificate which shall include, at a minimum, \$25,000 combined single-limit liability coverage including bodily injury and property damage protection and \$10,000 personal injury protection; **OR** A general liability insurance policy coupled with a business automobile policy, which shall include, at a minimum, \$25,000 combined single-limit liability coverage including bodily injury and property damage protection and \$10,000 personal injury protection that was submitted with the primary location;  
**Please Note:** Salvage Dealers (SD) are exempt from Garage Liability Insurance Requirements.
- Surety Bond Rider (If the supplemental location has a new fictitious name);
- Division of Corporations registration if a fictitious name is going to be added to the supplemental location; and
- Fee \$50 for the supplemental location.

#### **Documents required for supplemental location establishment for licensed Mobile Home Dealers (DH), Mobile Home Brokers (BH), and Recreational Vehicle Dealers that sell Used Recreational Vehicles (RU):**

- Completed form HSMV 86072, Modification to Dealer License for Licensed Motor Vehicle, Mobile Home, or Recreational Vehicle Dealers;
- True copy of Lease agreement/proof of ownership or property tax;

- Mobile home dealers must submit a copy of the original Surety Bond, Irrevocable Letter of Credit, or an original continuation certificate in the amount of \$25,000 for the licensing period that was submitted with the primary location;  
**Please note:** Mobile home dealers with more than four supplemental locations must submit an original surety bond, original irrevocable letter of credit, or original continuation certificate in the amount of \$50,000;

Recreational Vehicle Dealers must submit copy of surety bond or original continuation certificate in the amount of \$10,000 for the licensing period that was submitted with the primary location with primary location.

**Please note:** Recreational vehicle dealers with more than four supplemental locations must submit an original surety bond or original continuation certificate in the amount of \$20,000;

- Recreational vehicle dealers must submit a copy of the Garage Liability Certificate at a minimum of \$25,000 combined single limit liability coverage including bodily injury and property damage protection and \$10,000 personal injury protection that was submitted with the primary location;
- Mobile home dealers and mobile home brokers that sell recreational vehicles must submit a copy of the Garage Liability Certificate at a minimum of \$25,000 combined single limit liability coverage including bodily injury and property damage protection and \$10,000 personal injury protection that was submitted with the primary location;
- Surety Bond Rider (If the supplemental location has a new fictitious name);
- Division of Corporations registration if a fictitious name is going to be added to the supplemental location; and
- Fee of \$50 for the supplemental location.

**Documents required for supplemental location establishment for recreational vehicle dealers that sell new Recreational Vehicles (RV):**

- Completed form HSMV 86072, Modification to Dealer License for Licensed Motor Vehicle, Mobile Home, or Recreational Vehicle Dealers;
- Manufacturers letter of approval if the supplemental location is going to sell new recreational vehicles;
- True copy of lease agreement/proof of ownership or property tax;
- A copy of the original surety bond or an original continuation certificate in the amount of \$10,000 for the licensing period that was submitted with the primary location;  
**Please note:** Recreational vehicle dealers with more than four supplemental locations must submit an original surety bond or original continuation certificate in the amount of \$20,000;
- A copy of the Garage Liability Certificate at a minimum of \$25,000 combined single limit liability coverage including bodily injury and property damage protection and \$10,000 personal injury protection that was submitted with the primary location;
- Surety Bond Rider (If the supplemental location has a new fictitious name);
- Division of Corporations registration if a fictitious name is going to be added to the supplemental location; and

- Fee of \$50 for the supplemental location.

**PLEASE NOTE:** Mobile home dealers with more than four supplemental locations must submit an original surety bond, original irrevocable letter of credit, or original continuation certificate in the amount of \$50,000.

Recreational vehicle dealers with more than four supplemental locations must submit an original surety bond or original continuation certificate in the amount of \$20,000.

**Documents required for supplemental location establishment for a licensed franchise dealer (VF) if exemption(s) or no exemption(s) under section 320.642, Florida Statutes, is claimed:**

- Completed form HSMV 86072, Modification to Dealer License for Licensed Motor Vehicle, Mobile Home, or Recreational Vehicle Dealers;
- Manufacturers letter of approval if the supplemental location is going to sell new line-make(s);
- Final order from the Department if the supplemental location is going to sell new line-make(s);
- True copy of Lease agreement/proof of ownership or property tax;
- Fee of \$50;
- A copy of the original Surety Bond, Irrevocable Letter of Credit or an original continuation certificate in the amount of \$25,000 for the licensing period that was submitted with the primary location;
- A copy of the Garage Liability Certificate at a minimum of \$25,000 combined single limit liability coverage including bodily injury and property damage protection and \$10,000 personal injury protection that was submitted with the primary location; and
- Surety Bond Rider (If the supplemental location has a new fictitious name).

**CHANGE OF LOCATION**

**Documents required for change of location for a licensed independent dealer (VI), wholesale dealer (VW), salvage dealer (SD) and auctions (VA):**

- Completed form HSMV 86072, Modification to Dealer License for Licensed Motor Vehicle, Mobile Home, or Recreational Vehicle Dealers;
- True copy of lease agreement/proof of ownership or property tax;
- Original license **or** affidavit from dealer if license is lost; and
- Fee of \$50.

**Documents required for change of location for a licensed recreational vehicle dealer selling new recreational vehicles (RV):**

- Completed form HSMV 86072, Modification to Dealer License for Licensed Motor Vehicle, Mobile Home, or Recreational Vehicle Dealers;

- Manufacturer's approval letter;
- True copy of Lease agreement/proof of ownership or property tax;
- Original License **or** affidavit from dealer if license is lost; and
- Fee of \$25.

**Documents required for change of location for a licensed mobile home dealer (DH), mobile home broker (BH) and recreational vehicle dealer selling used recreational vehicles (RU):**

- Completed form HSMV 86072, Modification to Dealer License for Licensed Motor Vehicle, Mobile Home, or Recreational Vehicle Dealers;
- True copy of Lease agreement/proof of ownership or property tax;
- Original License **or** affidavit from dealer if license is lost; and
- Fee of \$25.

**Documents required for change of location for a licensed franchise dealer (VF) if no exemption under section 320.642, Florida Statutes, is claimed:**

- Completed form HSMV 86072, Modification to Dealer License for Licensed Motor Vehicle, Mobile Home, or Recreational Vehicle Dealers;
- Manufacturer's approval letter;
- True copy of lease agreement/proof of ownership or property tax;
- Original license **or** affidavit from dealer if license is lost;
- Final order approving the relocation from the Department;
- Fee of \$50.

**Documents required for change of location for a licensed franchise dealer (VF) if exemption under section 320.642(5)(a)1, 2, 3 or 4, Florida Statutes, is claimed:**

- Completed form HSMV 86072, Modification to Dealer License for Licensed Motor Vehicle, Mobile Home, or Recreational Vehicle Dealers;
- An affidavit on the dealership letterhead claiming an exemption under section 320.642(5)(a)1, 2, 3 or 4, Florida Statutes and FAC 15C-7.004;
- True copy of lease agreement/proof of ownership or property tax;
- Original license **or** affidavit from dealer if license is lost; and
- Fee \$50.

**Documents required for change of location as a result of buy/sell for a licensed franchise dealer (VF) if no exemption under section 320.642, Florida Statutes, is claimed:**

- Completed form HSMV 86072, Modification to Dealer License for Licensed Motor Vehicle, Mobile Home, or Recreational Vehicle Dealers;
- Manufacturer's approval letter;
- True copy of lease agreement/proof of ownership or property tax;
- Original license **or** affidavit from dealer if license is lost;
- Final order approving the relocation from the Department;

- Fee of \$50;
- Voluntary Relinquishment of License form (VRL) completed by the selling dealer;
- Buy/Sell Affidavit completed by the buying dealer; and
- Final order(s) from the Department approving the line make(s).

**Documents required for change of location as a result of buy/sell for a licensed franchise dealer (VF) if exemption under section 320.642, Florida Statutes, is claimed:**

- Completed form HSMV 86072, Modification to Dealer License for Licensed Motor Vehicle, Mobile Home, or Recreational Vehicle Dealers;
- Manufacturer's approval letter;
- True copy of lease agreement/proof of ownership or property tax;
- Original license **or** affidavit from dealer if license is lost;
- Final order approving the relocation from the Department;
- Fee of \$50;
- Voluntary Relinquishment of License form (VRL) completed by the selling dealer;
- Buy/Sell Affidavit completed by the buying dealer; and
- Final order(s) from the Department approving the line make(s).

**NAME CHANGE**

**Documents required for change of name for a licensed independent dealer (VI), wholesale dealers (VW), salvage dealers (SD), auctions (VA), mobile home dealers (DH), mobile home brokers (BH) and recreational vehicle dealers that sell used recreational vehicles (RU):**

- Completed form HSMV 86072, Modification to Dealer License for Licensed Motor Vehicle, Mobile Home, or Recreational Vehicle Dealers;
- Surety Bond Rider;
- Fictitious Trade Name registration with the Division of Corporations. On-line access at [www.sunbiz.org](http://www.sunbiz.org);
- Licensee name change with the Division of Corporations. On-line access at [www.sunbiz.org](http://www.sunbiz.org);
- Original license **or** affidavit from dealer if license is lost;
- Affidavit from the dealer stating that the majority of the ownership of the dealership has not changed; and
- Fee of \$25 per name change.

**Documents required for change of name for a licensed recreational vehicle dealer that sell new recreational vehicles (RV):**

- Completed form HSMV 86072, Modification to Dealer License for Licensed Motor Vehicle, Mobile Home, or Recreational Vehicle Dealers;
- Manufacturer's letter of approval;
- Surety Bond Rider;
- Fictitious Trade Name registration with the Division of Corporations. On-line access at

- [www.sunbiz.org](http://www.sunbiz.org);
- Licensee name change with the Division of Corporations. On-line access at [www.sunbiz.org](http://www.sunbiz.org);
- Original license **or** affidavit from dealer if license is lost;
- Affidavit from the dealer stating that the majority of the ownership of the dealership has not changed; and
- Fee of \$25 per name change.

**Documents required for change of name for a licensed franchise dealer (VF) that sell new vehicles:**

- Completed form HSMV 86072, Modification to Dealer License for Licensed Motor Vehicle, Mobile Home, or Recreational Vehicle Dealers;
- Surety Bond Rider;
- Fictitious Trade Name registration with the Division of Corporations. On-line access at [www.sunbiz.org](http://www.sunbiz.org);
- Licensee name change with the Division of Corporations. On-line access at [www.sunbiz.org](http://www.sunbiz.org);
- Manufacturer's letter of approval;
- Original license **or** affidavit from dealer if license is lost;
- Affidavit from the dealer stating that the majority of the ownership of the dealership has not changed and there has been no change in the signatories of the dealer sales and service agreement; and
- Fee of \$25 per name change.

**ADDING A FRANCHISE LINE-MAKE**

**Documents required for adding a franchise line-make:**

- Completed form HSMV 86072, Modification to Dealer License for Licensed Motor Vehicle, Mobile Home, or Recreational Vehicle Dealers;
- Manufacturers letter of approval for each line-make; and
- Final Order from the Department.

NOTE: No fee is required to add a line-make.

**DELETING A FRANCHISE LINE-MAKE**

**Documents required for deleting a Franchise:**

- Completed form HSMV 86072, Modification to Dealer License for Licensed Motor Vehicle, Mobile Home, or Recreational Vehicle Dealers.

NOTE: No fee is required to delete a line-make.

## **MAILING ADDRESS CHANGE**

### **Documents required for change of Mailing Address for all license categories:**

- Completed form HSMV 86072, Modification to Dealer License for Licensed Motor Vehicle, Mobile Home, or Recreational Vehicle Dealers.

NOTE: No fee is required.

The mailing address can also be done at the time of renewal of the franchise dealer license.

## **SUPPLEMENTAL TO MAIN/MAIN TO SUPPLEMENTAL**

### **Documents required for change of supplemental location to main location/main location to supplemental location for all license categories:**

- Completed form HSMV 86072, Modification to Dealer License for Licensed Motor Vehicle, Mobile Home, or Recreational Vehicle Dealers;
- Original licenses of both the main and supplemental locations; and
- Affidavit from dealer if license is lost.

NOTE: No fee is required.

## **POSTAL UPDATE**

### **Documents required for Postal Update for all categories of dealer licenses:**

- Completed form HSMV 86072, Modification to Dealer License for Licensed Motor Vehicle, Mobile Home, or Recreational Vehicle Dealers;
- Original License;
- Affidavit from dealer if the original license is lost; and
- Letter from Postal Service/County/Municipality.

NOTE: No fee is required.