

## Division of Motor Vehicles Dealer Records Inspections Report

For Office Use Only

Investigator: _____	Date: _____	License Number: _____
Follow-Up?      Yes      No	If follow-up what is focus? Section      I      II      III      IV      V	
If yes,      30 days      60 days      90 days	Dealer's Name: _____	
Case Number: _____	Dealer's Address: _____	
Graded By: _____	City: _____ Zip Code: _____	
Area Code and Telephone Number: _____		

### Section I: DISPLAYED FOR SALE

Licensee is required to possess a duly assigned certificate of title for each used vehicle offered for sale or have other approved indicia of ownership which, according to Section 320.27(7), Florida Statutes (F.S.), and Rule 15C-7, Florida Administrative Code may be: a manufacturer's certificate of origin, a consignment contract, court order, photocopy of title from financial institution, canceled check or other documentation showing satisfied lien, vehicle purchase order or installment contract identifying vehicle as a trade-in, or a duly executed odometer disclosure statement. Section 320.27(9)(i), F.S., requires an odometer disclosure statement. Section 320.27(9)(a), F.S., requires a buyer's guide.

Veh. No.		Title No.	State	Odometer Disclosure or Vehicle Exempt?		Title Properly Assigned?		Indicia? Explain	Buyer's Guide	
				Yes	No	Yes	No		Yes	No
1	Year/Make								Yes	No
	VIN									
2	Year/Make								Yes	No
	VIN									
3	Year/Make								Yes	No
	VIN									
4	Year/Make								Yes	No
	VIN									
5	Year/Make								Yes	No
	VIN									
6	Year/Make								Yes	No
	VIN									
7	Year/Make								Yes	No
	VIN									
8	Year/Make								Yes	No
	VIN									
9	Year/Make								Yes	No
	VIN									
10	Year/Make								Yes	No
	VIN									

Comments : \_\_\_\_\_

**Section II: PURCHASES AND SALES**

Section 320.27(6), 320.77(8) and 320.771(9), F.S., requires the licensee to keep records of purchase and sales transactions. Section 320.27(9), F.S., requires the licensee to provide an executed odometer disclosure statement. Section 319.23(6), F.S., requires the licensee to apply for title within 30 days of the date of delivery. Section 320.13(1)(i), F.S. provides that only the department may authorize issuance of more than two temporary tags. Section 320.27(9)(v), F.S., prohibits the sale of a trade-in vehicle before the deal for the replacement vehicle is consummated unless the owner provides written permission. Section 316.2935(1)(b), F.S., requires the licensee to provide written certification that emissions control devices are in place. Select five (5) used retail sales and complete the following:

	Vehicle 1	Vehicle 2	Vehicle 3	Vehicle 4	Vehicle 5
<b>PURCHASE INFO.</b>					
Year/Make					
VIN					
Date Acquired					
Who Acquired From					
Proof of Purchase	Yes No				
Acquired Odometer Disclosure or Vehicle Exempt?	Yes No				
Acquired Mileage					
<b>SALE INFO.</b>					
Date Sold at Retail					
Purchaser's Name					
Sold Mileage					
Sold Odometer Disclosure or Vehicle Exempt?	Yes No				
Certificate of Pollution Control Devices or Systems?	Yes No				
Temp Tag(s) Issue Date(s)					
More than two (2) Temp Tags Issued?	Yes No				
Date Title Applied For					
Title Applied for Within 30 Days of Sale?	Yes No				
Proof of insurance unless tag is being transferred?	Yes No				
Copy of Buyer's Guide?	Yes No				
Proof that salesperson was an employee of dealership?	Yes No				
Was Trade-in Sold After Deal on Replacement Vehicle Consummated or Was Written Permission for Sale Obtained?	Yes No				
If the sale involved a courtesy delivery was sales tax paid and title transferred?	Yes No				

Comments:

---



---

**Section III: TEMPORARY TAGS**

Licensee is required by Section 320.27(6), F.S., to keep an accurate record of temporary tags purchased and issued.

**From the Purchase Receipt:**

- A. Date of Purchase: \_\_\_\_\_
- B. Amount Purchased: \_\_\_\_\_
- C. From Series #: \_\_\_\_\_ to Series #: \_\_\_\_\_
- D. Purchased From: \_\_\_\_\_
- E. Temporary Tags still on hand by Number: \_\_\_\_\_

- F. Are Temporary Tags accounted for? Yes      No
- G. Are Temporary Tags issued in sequence? Yes      No
- H. Is the Temporary Tag log kept and maintained? Yes      No
- I. Is Assignment Form HSMV 83091 properly completed? Yes      No
- J. Is Assignment Form HSMV 83091 kept in the deal file? Yes      No
- K. Are Temporary Tags issued for 30 days? Yes      No
- L. Is **not** issuing more than two (2) temporary tags? Yes      No

List all Temporary Tags not accounted for:

\_\_\_\_\_

\_\_\_\_\_

Comments:

\_\_\_\_\_

\_\_\_\_\_

**Section IV: DEALER PLATES**

**Use additional sheets if necessary**

Is dealer complying with prohibition against certain uses of dealer plates? Yes      No

Section 320.13(1)(a), F.S., requires dealer license plates to be valid for use only on vehicles in the dealer's inventory and for sale. Dealer Plates may not be used on wreckers, parts or service vehicles or any vehicle the dealer is accepting compensation for.

List of assigned dealer plates:


**Section V: DEALER AGENTS**

**Use additional sheets if necessary.**

Name of Agent	Evidence Agent is Bona Fide Employee		Name of Agent	Evidence Agent is Bona Fide Employee	
	Yes	No		Yes	No

**Section VI: FLORIDA STATUTES (Check all applicable statutes)**

- 316.2935(1)(b) Requires dealers to provide written certification that they have inspected vehicle and all pollution control devices or systems are in place. Three point check for model years 1975-79 and six point check for model years 1980 and newer.
- 319.001 When a title to a new MV has not been transferred,, but possession was and the conditions are not satisfied, the new MV may be resold to a new buyer by the franchise dealer providing the dealer gives written notice stating, "This vehicle was delivered to a previous purchaser."
- 319.225 Using reassignment on title prior to using reassignment form. Odometer disclosure required and secure power of attorney.
- 319.24(5)(a) Pay off liens within 10 days.
- 320.0609 Required to transfer license plate and registrations. (Discuss 30-day transfer, the Notification of Transfer of Registration License Plate Form, and dealer's responsibility for transfers.)
- 320.08 License Plate and titling fees. (Discuss overcharges, refunds, charging title service fees, sales taxes and keeping proof the refunds were given back.)
- 320.13 Dealer License Plates. (Discuss the proper use and responsibility.)
- 320.131 Misuse and issuance of Temporary Tags. (Discuss keeping records for 5 years, using temporary tags with Non-Use Affidavit, 30-day issuance, no more than two issued, no demo temporary tags, keeping voided temporary tags, keeping records and logs.)
- 320.27(7) Required to have a duly assigned title in possession prior to sale. (Discuss indicia, floor planning, consignment sales, listings, bank drafts, repossession, liens, title branding, exporting, and keeping copies of records.)
- 320.27(9)(a) Requires compliance with the Federal Law pertaining to the Consumer Sales Window Form, the Buyers Guide.
- 320.27(9)(i) Required to provide a purchaser with an Odometer Disclosure Statement and copies of other documents. (Discuss 5-year record keeping, the word Exempt and the proper filling out.)
- 320.27(9)(p) Prohibits the use of a dealer license number by anyone other than the dealer. (Discuss the check digit, proper use of the dealer's name, advertising and bona fide employees.)
- 320.27(9)(v) Prohibits the sale of a trade-in vehicle before the deal is consummated unless the owner provides written authorization for the sale.
- 320.865D Discuss Consumer Complaints and record. (Discuss the dealer's responsibility, sanctions, and penalties.)
- 626.9551(1) Prohibits any lender of money or extender of credit to negotiate any policy of insurance through a particular insurer, group of insurers, agent, or broker of groups of agents or brokers. 320.27(9)(k). F.S., prohibits a motor vehicle dealer from requiring a customer to contract with the dealer for physical damage insurance.

Print Investigator Name: \_\_\_\_\_

Badge Number: \_\_\_\_\_

Investigator Signature: \_\_\_\_\_

Print Dealer Rep. Name: \_\_\_\_\_

Title: \_\_\_\_\_

Dealer Rep. Signature: \_\_\_\_\_