



## CHECKLIST FOR TRANSFER OF MOTOR VEHICLE SALES FINANCE LICENSE

The following items **MUST** be submitted or on file in order for the application to be accepted by the OCCC. ***If any of the applicable items listed below are missing, the application will be returned.*** Additional information may be required in order for the application to be approved.

### ALL APPLICANTS

- |   |   |
|---|---|
| <input type="checkbox"/> Completed Application                                    | <input type="checkbox"/> Statement of Experience                                    |
| <input type="checkbox"/> Application Questionnaire                                | <input type="checkbox"/> Business Operations Plan                                   |
| <input type="checkbox"/> Disclosure of Owners and Principal Parties               | <input type="checkbox"/> List of Registered Office(s)                               |
| <input type="checkbox"/> Statutory Agent Disclosure                               |   |
| <input type="checkbox"/> Fees – Refer to Fee Structure Worksheet                  | <b>Each Principal Party must file:</b>  |
| <input type="checkbox"/> Copy of Assumed Name Certificate                         | <input type="checkbox"/> Personal Affidavit   |
| <input type="checkbox"/> as filed with applicable county or state office          | <input type="checkbox"/> Employment History   |
| <input type="checkbox"/> Retail installment contracts                             | <input type="checkbox"/> Personal Questionnaire                                     |
| <input type="checkbox"/> Transfer Documentation – Refer to administrative rule 7  | <input type="checkbox"/> Fingerprints electronically. Authorization to have         |
| <input type="checkbox"/> TAC §84.604(d)(2)  | <input type="checkbox"/> fingerprints taken will be sent to the applicant after the |
| <input type="checkbox"/> Permission to Operate Refer to administrative rule 7 TAC | <input type="checkbox"/> application is received.                                   |
| <input type="checkbox"/> §84.604(e)   |   |

### CORPORATIONS

- |  |   |
|--|---|
| <input type="checkbox"/> Bylaws (submit portions relating to officers and directors)             | <input type="checkbox"/> Minutes electing, or certification from the secretary of the corporation identifying, the statutory agent and all current officers and directors as listed on the license application. |
| <input type="checkbox"/> Publicly Held Corporations: the most recent Quarterly or Annual Reports |   |

### LIMITED LIABILITY COMPANIES

- |   |  |
|---|--|
| <input type="checkbox"/> Operating Agreement (submit portions relating to company management and business operations) | <input type="checkbox"/> Minutes of meetings electing, or a certification identifying, the statutory agent and all current officers, directors, and managers as listed on the license application. |
|---|--|

### PARTNERSHIPS

- Partnership Agreement (submit portions relating to company management and business operations)

### TRUSTS

- Submit portions of trust agreement relating to management of trust and operation of the business.

### ESTATES

- Submit portions of the instrument establishing the estate that relate to management of the estate and operation of the business.

### FOREIGN ENTITY

- Statement of Recordkeeping

**If you are purchasing another dealership and wish to operate under their existing motor vehicle sales finance license, you must submit a request for permission to continue operations while the transfer application is being processed. For more information, see administrative rule 7 TAC §84.104(d)(e).**