



CHECKLIST FOR MOTOR VEHICLE SALES FINANCE APPLICATIONS

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 | Each Principal Party must file: |
| <input type="checkbox"/> Fees – Refer to Fee Structure Worksheet | <input type="checkbox"/> Personal Affidavit |
| <input type="checkbox"/> Copy of Assumed Name Certificate
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"/> Statement of Previous Installment Transactions | <input type="checkbox"/> Fingerprints electronically. Authorization to have
fingerprints taken will be sent to the applicant after the
application is received. |

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. |
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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).