



OHIO DEPARTMENT OF PUBLIC SAFETY  
OHIO BUREAU OF MOTOR VEHICLES

## LEASING DEALER LICENSE INFORMATION AND INSTRUCTIONS

### WHO NEEDS A LICENSE?

Any person engaged in the business of regularly making available, offering to make available, or arranging for another person to use a motor vehicle pursuant to a bailment, lease, or other contractual arrangement under which a charge is made for its use at a periodic rate for a term of thirty days or more, and title to the motor vehicle is in a person's name other than the user, but not a manufacturer or its affiliate leasing to its employees or to dealers, is required to obtain an Ohio leasing dealers license.

If any part of the transaction takes place in Ohio, an Ohio leasing dealer's license is required.

A subsidiary, corporation, or other business entity established for the purpose of leasing back to the parent, sister or other associated company, and the general public is not involved, does not qualify for a leasing dealer's license.

### REQUEST FOR OBTAINING A LEASING MOTOR VEHICLE DEALER

- Application to Deal in Motor Vehicles** (BMV 4320): The application must be typed or legibly printed in ink. All blocks must be completed and all questions answered on the application, including the home address and social security number of the owner, all partners, corporate officers, members, and trustees. Vendor numbers can be obtained by contacting your County Auditors Office. Federal Tax ID Number or Employer Identification Number (EIN) can be obtained by contacting the Internal Revenue Service at [www.irs.gov](http://www.irs.gov) or (800) 829-4933.
- An Approved Physical Inspection of Retail Location:** An on-site inspection of the premises will be conducted by a Bureau of Motor Vehicles investigator to determine if the location meets ALL the physical requirements. Once a license is issued, the dealership is subject to random inspections, including inspection of pertinent records. See checklist on page 4.
- Photographs:** No inspection will be scheduled until photos are received. At the time of application, the applicant must provide clear photographs (via mail or email) of the location showing, 1) the lot, 2) the office (inside and outside), 3) and business name sign, including any registered trade names. No applicant shall be issued a license unless their application shall show the business for which the license is sought is equipped with a suitable sign, properly maintained and prominently displayed, and permanent, identifying the ownership of said business in the same name in which the application is filed. The business sign shall be posted in a conspicuous place where the general public has access, at or near the entrance to the building, and at or near the entrance of the office. Sign letters identifying the business shall be no less than six (6") inches high unless otherwise approved by the registrar.
- Bureau of Criminal Identification & Investigation** (BCI&I): Ohio residents who are owners, all partners, the president, all members owning 10% or more and all trustees **MUST** be electronically fingerprinted and have the results forwarded to the Dealer Licensing Section, P.O. Box 16521, Columbus, Ohio 43216-6521. Visit [www.OhioAutoDealers.com](http://www.OhioAutoDealers.com) and go to WebCheck Community, then WebCheck Community Listing for a complete listing of electronic fingerprinting locations in Ohio.

**NOTE: Only Out-of-State** applicants may submit a fingerprint card, exemption form and processing fee in lieu of having their prints electronically scanned. Please contact the Dealer Licensing Section at 614-752-7636 to obtain a fingerprint card and an exemption form.

**NOTE: Reasons the Bureau of Motor Vehicles may DENY this application.**

1. Any felony conviction after December 7, 1986.
2. Any misdemeanor or felony conviction (regardless of the conviction date) related to dealing in motor vehicles.

Any arrest that shows up on the criminal background check that cannot clearly be identified as a non felony or not related to dealing in motor vehicles will require journal entries showing final disposition. **Failure to submit this information will result in a delay in the processing of the application.**

**LIMITED LIABILITY COMPANY APPLICANTS**

Electronic Fingerprints are required on each:

- Individual and/or;
- Member owning 10% or more of the business making application. If no members own 10% or more of the business making application, then the electronic fingerprint is required on each officer elected to represent those members. If a corporation is listed as a member of the limited liability, then the president of the corporation, and the individual signing the application, if applicable, must submit an electronic fingerprint;
- If a trust is listed as a member, Trustee of the trust.

**Two or More Dealers Operating at the Same Location:** A Certificate of Compliance, form BMV 4347, must be filed with this office when two or more dealerships are engaged in business at the same place. A copy must also be filed with the Articles of Incorporation at the Secretary of State’s Office. The form certifies that all dealers agree to be jointly, severally, and personally liable for all liabilities arising from their engaging in business at the same location. The facility shall be open and attended by at least one licensed salesperson from each of the dealerships, or by the dealer principal from each of the dealerships operating from that place. Dealerships operating from the same place should not be a method by which one of the dealerships may violate dealer law, including not being appropriately staffed or attended, or engaging in wholesale only activities.

**Certified Copies (Secondary Locations):** A dealer may have more than one place of business in the same county, and may make application for what the Ohio Revised Code refers to as a “certified copy” of the license for each additional place of business operated. This is referred to as a secondary location license. An Application for Certified Copy, form BMV 4335, must be submitted for each location. The application must be accompanied by photographs of the location (see photograph requirements on the first page), and appropriate fees. Additional locations must also meet all physical requirements. Secondary locations located within the same taxing district as the primary location are not eligible for the issuance of a second set of special license plates. Additional license plates may be ordered by the primary location and can be used by both locations. NOTE: An additional location in different counties is not certified copies, therefore a new dealer application form BMV 4320 is required.

If a dealer permit is lost, mutilated, or destroyed, a duplicate permit may be obtained by submitting an Application for Duplicate Permit, form BMV 4335, and the appropriate fee.

**\*\* WORKSHEET TO CALCULATE FEES FOR A LEASING DEALER LICENSE \*\***

Use the following list of fees as a worksheet, before transferring the information to the application (BMV 4320). Some of the fees for license and plates are mandatory and others are optional.

Dealer license	<b>(Required)</b>	\$50.00
Master “Special” Plate	<b>(Optional)</b>	\$50.25
Postage (Required, if plates are requested) See note below	<b>(Optional)</b>	\$ 2.75
_____ Additional "special" dealer plates @ \$10.25 each	<b>(Optional)</b>	
<b>NOTE: DO NOT pay more than the one time postage fee of \$2.75</b> **Out of state applicants are not eligible for plates.		
<b>TOTAL FEES DUE</b>		<b>=</b>

Please make check payable to **“Ohio Treasurer Kevin L. Boyce”**  
**FEES ARE NON-REFUNDABLE**

## PHYSICAL CHARACTERISTICS REQUIRED OF A LEASING MOTOR VEHICLE DEALER

A "leasing" motor vehicle dealership that leases to the public one or more vehicles that would be used for personal, family or household use must have and maintain "an easily recognizable established place of business" that meets the following minimum physical characteristics to receive or maintain a license.

No dealer shall be issued a motor vehicle dealer's license or permitted to operate under a license unless the dealer has a net worth (Net Worth = Assets minus Liabilities), verifiable upon request by the Registrar in the sum of at least \$75,000 (seventy-five thousand dollars). You may wish to contact a Certified Public Accountant for specific information.

Use the checklist () below to compare the characteristics of your established place of business and make any necessary changes.

### CHECKLIST

- An office shall be separated from any residence by a permanent physical barrier and contain no less than 180 square feet of usable interior office area excluding restrooms, storage or utility space. Office shall be kept neat and orderly at all times, clearly marked and used exclusively for leasing motor vehicles. The office must include the following:
  - Desk
  - Electric lighting sufficient for an office
  - Three Chairs
  - Heating sufficient for an office
  - Filing Cabinet
  - Facsimile machine, in service to send and receive
  - Telephone, in service at all times, with the number listed in the name of the leasing dealership in a local directory and answered in the leasing dealership's name.
- The office shall not be used for storage or other utility area. The office shall be clearly identified and easily accessible and open to any person desiring to lease a vehicle for personal, family or household use.
- A sign in the exact name of the business as it appears on the application, with letters at least six inches (6") high. The business sign shall be posted in a conspicuous place where the general public has access, at or near the entrance to the building, and at or near the entrance to the office, if the two places are not the same.
- Posted business hours. The business shall be open a minimum of thirty hours per week which at least six shall occur Monday through Friday, from seven a.m. to five p.m. The business hours shall be posted in a conspicuous place where the general public has access, at or near the entrance to the building, and at or near the entrance to the office.
- The office shall be staffed during the posted hours by a sole proprietor, partner, president of the corporation, member of a limited liability company, trustee of a business trust, or a licensed salesperson.

### **\*\* PROCESSING TIME FOR YOUR DEALER LICENSE \*\***

It can take up to six weeks to issue a license once an application is received in our office. However, if the application is incomplete, including missing documentation; such as, photos, background check, etc. expect delays. The licensee will receive a leasing dealer wall permit, interim master special license plate and the stickers and registration cards for all license plates ordered. License plates will be manufactured and shipped via courier service to **only** the physical license location.

All licenses expire the last day of March biennially (every two years). Renewal applications will be mailed to the licensed business address no later than January 31.

If you have any questions or need applications visit our web site at [www.OhioAutoDealers.com](http://www.OhioAutoDealers.com) or call the Dealer Licensing Section at 614-752-7636.

**Dealer Licensing Section, P.O. Box 16521, Columbus, Ohio 43216-6521**  
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