

State of New Mexico - Motor Vehicle Division  
**PLACE OF BUSINESS AFFIDAVIT**



Business Name	Dealer Number, if Already Licensed
---------------	------------------------------------

Street Address

City	County	Zip	Business Phone
------	--------	-----	----------------

**CHECK APPLICABLE BOXES**

<input type="checkbox"/> New Application	<input type="checkbox"/> Change of Primary Location FROM _____
<input type="checkbox"/> Additional Location	<input type="checkbox"/> Change of DBA FROM _____
<input type="checkbox"/> Change of class FROM:	<input type="checkbox"/> Retail <input type="checkbox"/> Wholesale <input type="checkbox"/> Dismantler <input type="checkbox"/> Other _____
TO:	<input type="checkbox"/> Retail <input type="checkbox"/> Wholesale <input type="checkbox"/> Dismantler <input type="checkbox"/> Other _____

**COMPLETE THIS SECTION**

I certify that the place of business listed above meets all the following requirements under New Mexico Motor Vehicle Code, Regulations and Policies as of the date of licensing. **(A box for each numbered requirement must be initialed or the application will be rejected or delayed.)**

1.  Permanent enclosed office on a permanent foundation large enough to accommodate the dealer's office.
2.  Books and records stored safely and available for inspection.
3.  Complies with all local fire ordinances. (Attach documentation from local fire marshal)
4.  Adequate facilities (i.e., restroom, electricity, gas, etc.)
5.  Is of sufficient size or space to permit the display of vehicles and/or storing of vehicles being dismantled; and to provide adequate customer and employee parking.
6.  Hours of operation posted.  
Please indicate days and hours of operation. \_\_\_\_\_
7.  Complies with local zoning requirements. (Attach zoning form MVD-10178 Inspection Certification of Dealer or Dismantler Place of Business)
8.  Business is NOT operated out of a residence location.
9.  Used exclusively for dealer business. (The office, and display area cannot be shared with another business.)
10.  Property owned or  leased.
11.  Permanent sign in place.
12.  Sign displays licensed name (DBA).
13.  Sign is visible from a minimum of 50 ft. away and letters should be at least 6 inches high..
14.  Location photos attached. Photos are required. (1) A full view of the lot from across the street (2) A close-up of the office building (3) Inside of Office (4) Sign (5) Display Area.

**ALL APPLICANTS: Read - Sign - Date This Section**

I declare under penalties of perjury that the above information is true and accurate. I realize that my place of business is subject to inspection and any false statements regarding the above requirements could subject my license or application to denial, suspension or revocation. I, as owner, partner, corporate officer or operating agent have authority to sign this affidavit.

Printed Name	<input type="checkbox"/> NOTARY: Subscribed and sworn to before me at _____, this _____ day of _____, 19 ____. Signed _____ My commission expires: _____
Title	
Signature	
Date	

**SEAL**