



REGISTRY OF MOTOR VEHICLES

General Requirements for Dealer Inspection

Registry of Motor Vehicles · Section 5 Division
P.O. Box 55897 · Boston, MA 02205-5897 · PHONE: 857-368-8030

The Massachusetts State Police will be onsite to visit your location in 4 - 10 weeks from the date of this letter. In order to prepare for this visit, please review the following list of general requirements and ensure all are met prior to the State Police arrival.

- ❑ **Have the following documents available for review:**
 1. Dealer license from city or town
 2. Business Certificate
 3. Articles of organization/Corp papers (if applicable)
 4. FID/EIN
 5. A list of all authorized users who will have access to the Section 5 plates and photocopies of valid driver's license for each authorized user.
- ❑ **Must be principally and substantially engaged in the business** of selling motor vehicles, recreational vehicles, trailers or motorcycles.
- ❑ **Must have a permanently affixed exterior sign** posted of sufficient size and design to give the general public notice of the name, and nature of the business. You must have a sign to display business hours.
- ❑ **Must have a separate and exclusive entrance to your place of business**, unless both businesses are owned by you. Section Five registrants cannot share office space.
- ❑ **Must have adequate office space** in the building structure or office trailer to conduct business.
- ❑ **Must have a display area dedicated for selling vehicles.** If you are sharing a display area, there must be a physical separation (cordoned off area).
- ❑ **Must have used car warranty and lemon law stickers.** These stickers should be displayed on the vehicles left rear passenger side window.
- ❑ **Must have access to a repair facility.**
- ❑ If applicable, must have a Garage Record Book and adequate service records.
- ❑ **Have an approved format of the Used Vehicle Record Book.** The number of vehicles for sale should be properly recorded in the UVRB.
- ❑ **Must register your business with the Department of Revenue** in order to be identified as a dealer in Massachusetts. You can contact D.O.R at 617-887-MDOR (6367)

Prior to the State Police Inspection, please check with your city or town for any additional requirements.