**BE PREPARED FOR YOUR INSPECTION**

At the time your inspection is conducted you will be required to be prepared with the following items, showing your business is ready for operation:

A. **HAVE POSTED ANY AND ALL SIGNS REQUIRED FOR YOUR BUSINESS.**

   **New Car Dealer**
   1. Lemon law (auto dispute program) signs posted in the service area.
   2. V.I.N. etching cost sign.

   **New and Used Dealer, also Repairer**
   1. Customer rights.
   2. Labor and storage price sign.
   3. V.I.N. etch sign.
   4. Dealer conveyance/processing sign

B. **NEW AND USED DEALERS WILL BE REQUIRED TO DEMONSTRATE THE PROPER USE OF:**
   - Sales orders
   - Sales invoices
   - Federal odometer statements
   - Buyers Guide stickers
   - Estimate orders and your provision for documenting oral authorization
   - Waiver of estimates
   - Loan agreement (dealers plates)
   - Repair-orders
   - Supplemental I.D. card for plate use
   - Dealer conveyance/processing forms

C. **REPAIRERS WILL BE REQUIRED TO HAVE AND DEMONSTRATE THE PROPER USE OF:**
   - Repair orders
   - Estimate orders and your provisions for documenting oral authorization
   - Waiver of estimates
   - Loans agreement (repair plates)
   - Supplemental I.D. card for plate use

D. **A TOWING BUSINESS MUST BE LICENSED AS A DEALER/REPAIR AND WILL BE REQUIRED TO HAVE TOW RECORD (INVOICES) AND BE KNOWLEDGED IN THE PROPER METHODS TO DISPOSE OF ABANDONED VEHICLES.**

E. **PROPER TOOLS AND EQUIPMENT REQUIRED FOR THE OPERATIONS OF YOUR BUSINESS. NEW AND USED DEALERS WILL BE REQUIRED TO HAVE NECESSARY TOOLS/EQUIPMENT TO PERFORM A COMPLETE SAFETY INSPECTION.**

F. **AN EXAM WILL BE GIVEN BEFORE OR AT THE TIME OF YOUR FINAL INSPECTION FOR YOUR KNOWLEDGE OF THE AUTOMOBILE SALES OR REPAIR BUSINESS AS REQUIRED BY STATE LAWS.**