

***CITY OF BROCKTON
LICENSE COMMISSION***

*City Hall, 45 School Street
Brockton, Massachusetts 02301
Tel: (508) 580-7805 Fax: (508) 897-6806*

**INSTRUCTIONS
APPLICATION FOR USED CAR DEALER LICENSE**

1. Proper Zoning approval if not located in C-2 or C-3 zone.
2. Form 53 filed in duplicate.
3. Taxes on Property paid (Information will be verified with Tax Collector)
4. Detailed plan, drawn to scale, of entire location. Include building, office area, entrances and exits to property as well as exact placement of vehicles. (Allow 9 feet by 20 feet for each vehicle.)
5. Proof of Identification.
6. a. Corporation- Certified copy of Articles of Organization. In addition, if applicable, a business certificate must be filed once license is approved.
b. If individual or partnership, a business certificate must be filed once license is approved.
7. Motor Vehicle Certification Form - Include copy of Repair license.
8. Tax attestation (City of Brockton and Department of Revenue)
9. Franchise Agreement (Class I - New Car Dealer)
10. If license is being transferred, a letter from present individual licensee or vote of corporation authorizing such transfer.
11. Non-refundable \$100 Filing Fee which must be in the form of a check made payable to the City of Brockton.
12. Worker's Compensation Insurance Affidavit.
13. \$200 fee in the form of a check made payable to the City of Brockton upon issuance of license.

14. Bond or equivalent proof of financial responsibility satisfactory to licensing authority in the amount of \$25,000 (See Used Car Dealer - M.G.L. Chapter 140, Section 58).

***** APPLICATIONS WILL NOT BE ACCEPTED AND PROCESSED UNLESS ITEMS 1 THROUGH 11 ARE SUBMITTED.**

***** APPLICATIONS MUST BE RECEIVED FOURTEEN (14) BUSINESS DAYS PRIOR TO MEETING DATE.**