



**DEPARTMENT OF MOTOR VEHICLES**

Occupational Licensing—Mail Station L-224

P. O. Box 932342

Sacramento, CA 94232-3420



**USED DEALER INSPECTION NOTICE OF VIOLATION REPORT**

DATE OF INSPECTION				DEALER NUMBER				Time-In	Time Out	Total Time
NAME OF BUSINESS						CITY		PH #		
STREET ADDRESS						ZIP		[ O ]	[ R ]	[ F ] [ C ] [ OB ]

**PRELIMINARY INSPECTION**

	C	N/C	N/A	C = Compliant	N/C = Non-Compliant	N/A = Non-applicable	SECTION
Exterior Signage	<input type="checkbox"/>	<input type="checkbox"/>		<ul style="list-style-type: none"> <li>Dealer name &amp; address signage posted</li> <li>Signage of a permanent nature</li> <li>Able to withstand weather conditions</li> </ul>	<ul style="list-style-type: none"> <li>Not less than 2 sq ft in size</li> <li>Readable from at least 50 ft</li> </ul>		11709 (a) CVC 270.06 CCR
Display Area (no street parking)	<input type="checkbox"/>	<input type="checkbox"/>		<ul style="list-style-type: none"> <li>Sufficient size to accommodate vehicles</li> <li>Corresponds with sales volume</li> </ul>	<ul style="list-style-type: none"> <li>Used only for display purposes</li> <li>Situated on the same property</li> </ul>		270.08 (a) CCR
Additional Display Area	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Additional display area used properly</li> <li>Meets all exterior signage requirements</li> </ul>	<ul style="list-style-type: none"> <li>Within 1000 ft radius from place of business / branch location</li> </ul>		270.08 (a) CCR
Ownership	<input type="checkbox"/>	<input type="checkbox"/>		License is applicable to owner or corporate structure of the licensee			11704 (c) CVC
Buyer's Guide	<input type="checkbox"/>	<input type="checkbox"/>		Federal Trade Commission's Buyer's Guide is affixed to vehicles for sale			11713.1 (t) CVC
Vehicle Inspection Notice	<input type="checkbox"/>	<input type="checkbox"/>		Purchaser may have the vehicle inspected by a 3 <sup>rd</sup> party notice posted			11709.1 CVC
No Cooling-off Period	<input type="checkbox"/>	<input type="checkbox"/>		"No cooling-off period unless you obtain a contract cancellation option" posted			11709.2 CVC
License Display	<input type="checkbox"/>	<input type="checkbox"/>		Dealer / salesperson licensed posted			11709 (a) CVC
Seller's Permit Displayed	<input type="checkbox"/>	<input type="checkbox"/>		Seller's Permit issued to the place of business and is conspicuously displayed			6067 RTC
Advertised Vehicles Posted	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	When vehicles are advertised is a vehicle list or copy of ad conspicuously displayed			11709.3 (a) CVC
Advertisement Content	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Vehicle identified by model, model-yr, license or portion of VIN when advertised			11713.1 (a) CVC

**RECORDS & FORMS INSPECTION**

Records	<input type="checkbox"/>	<input type="checkbox"/>		Pertinent records maintained at office 18 mo (unless exempt/proof required)		320 (a) CVC, 272.02 CCR
Records Maintenance	<input type="checkbox"/>	<input type="checkbox"/>		Pertinent records retained 3 years / conditional sales contract retained 7yrs		272.00 (b) CCR, 2984.5 CC
Record Security	<input type="checkbox"/>	<input type="checkbox"/>		Records/files containing customer personal information safeguarded		1798.81.5 (b) CC
Record Inspection	<input type="checkbox"/>	<input type="checkbox"/>		Pertinent records available for inspection (Approx. 5 to 10 records)		272.00 (a) CCR
Spanish Language Sales	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Buyer's Guide and sales contract in Spanish when sale is conducted in Spanish		455.5 CFR
NMVTIS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	NMVTIS Report / or Purchase Copy record for all used vehicles for sale		11713.26 (a-h) CVC
Sales Contract Cancellation	<input type="checkbox"/>	<input type="checkbox"/>		Sales contract contains contract cancellation option		11713.21(a)(1) CVC
Added Goods & Services	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Additional goods & services disclosed prior to negotiating contract terms		11713.19(a)(1) CVC
Credit Score Notification	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	"Notice To Vehicle Credit Applicant" document utilized when applicable		11713.20 CVC
Certified Used Cars	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Certified used car advertisement / signage / inspection report available</b>		11713.18(a)(9) CVC
Title Transfer	<input type="checkbox"/>	<input type="checkbox"/>		Timely transfer of titles--No transfers over 50 days		11711 (c) CVC
ASF Fees	<input type="checkbox"/>	<input type="checkbox"/>		Timely payment of AFS fees--No fees due over 30 days		4456 (a) (2), 11711 (c) CVC

**REPORT CERTIFICATION**

**IF A VIOLATION IS MARKED ABOVE YOU ARE HEREBY NOTIFIED THAT YOU ARE IN VIOLATION OF A SECTION(S) OF CALIFORNIA LAW. IF ANY VIOLATION REMAINS UNCORRECTED, IT MAY RESULT IN CRIMINAL PROSECUTION AND/OR AN ACTION TO SUSPEND OR REVOKE YOUR OCCUPATIONAL LICENSE.**

<b>Total Number of Non-Compliant Areas</b> ▶	I certify that I performed this inspection and the information concerning this inspection is true & accurate.		
	Inspector (PRINT NAME)	Signature	INSPECTOR #

<b>PAGE</b> ____ of ____	I HAVE REVIEWED THIS REPORT AND HAVE BEEN ADVISED THAT VIOLATIONS MUST BE CORRECTED WITHIN <b>15</b> DAYS.		
	Licensee or Authorized Agent (include agent's title) (PRINT NAME)	Signature	Date

**A COPY OF THIS REPORT WILL BE MAILED TO THE OWNER WHEN ONE CAN NOT BE PROVIDED AT THE TIME OF THE INSPECTION. A COPY OF THIS REPORT WILL BE FORWARDED TO THE INVESTIGATIONS DIVISION FOR A FOLLOW-UP INSPECTION WHEN A VIOLATION(S) ARE DETERMINED**