

# **Mailing Checklist for a MOTOR VEHICLE SALVAGE DEALER OR RECYCLER APPLICATION**

In order to ensure prompt processing and to avoid delays in the opening of your new business, please complete, and include, the following checklist along with your new dealer license application documents.

- 1. [MV 2180](#) Retail Motor Vehicle Salvage or Recycler Dealer 2 Year License Application
- 2. MV 2180 Zoning Form (2<sup>nd</sup> page)
- 3. [MV 2844](#) Entity/Owner Statement(s)
- 4. Business Facilities Statement (choose 1 from the options below)
  - [MV 3184](#) Type 1 Salvage Operation
  - [MV 3185](#) Type 2 Salvage Operation
  - [MV 3186](#) Type 3 Salvage Operation
  - [MV 3187](#) Type 4 Salvage Operation
- 5. DNR Refrigerant Recovery Certification Letter
- 6. DNR Storm Water Discharge Certification Letter (Type 4 Salvage exempt)
- 7. Copy of Lease (if required)
- 8. [MV 2651](#) Salvage Buyer Identification (BID) Card Application (if required)
- 9. Financial Requirement Documents (choose 1 from the options below)
  - [MV 2511](#) Dealer Bond and POA
  - [MV 1046](#) Dealer Irrevocable Letter of Credit (ILOC)
  - [MV 2195](#) Financial Statement
- 10. Correct fees for RFT – Registration Fee Trust
- 11. Articles of Incorporation (for a corporation) or Articles of Organization (for a LLC)

**INCOMPLETE APPLICATIONS WILL BE RETURNED TO THE APPLICANT**

**AT THE BUSINESS ADDRESS PROVIDED ON THE LICENSE APPLICATION**