

Dealer Details

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Form 735-7022 (8-2006)

Business license renewal now easier, more accurate

Pre-filled forms help reduce errors

DMV Business Regulation is taking steps to make the license renewal process faster and easier for both businesses and the agency.

When a business license holder receives a renewal application, the business will notice that parts of it have been pre-printed.

This new feature reduces errors and the time it takes for applicants to complete the form and for DMV to process it.

Applicants need to review each pre-filled line for accuracy. If any of the information is incorrect, please write the correct information next to the incorrect data.

Many of the renewals that the DMV Business License Unit receives must be returned to the business because the applications and supporting paperwork, such as insurance or bond information, are incorrectly completed or left out.

Here are tips to ensure that the renewal will go smoothly:

1. Review the application to make sure that the legal and business name or names on the application matches:

- Name(s) on the bond
- Name(s) on the insurance certificate
- Name(s) registered with the Oregon Corporation Division

The name(s) must be exactly the same on the bond, insurance certificate and registration with the Oregon Corporation Division.

2. Review the application to make sure that the business address on the application matches:

- The address on the bond
- The address on the insurance certificate

The business address must match what the city or county zoning and planning commission approved for the business location.

It is also important for the application to show the same business address, city and zip code on the bond and insurance certificates.

Any variations on the bond or insurance certificate, such as a different zip code, will be grounds for the Business License Unit to return the application for correction.

Bond and insurance companies do a good job, but like anyone else, they can make mistakes.

So it's a good idea to review the bond and insurance information for accuracy when the business receives the certificates.

With the pre-printed forms and applicants' diligence, DMV Business Licensing hopes to reduce the number of renewal applications that need to be returned for corrections.

– Chuck Hoffman

Betty Fox

Business Regulation

Dealer Handbook update

The July 2006 revision of the Title and Registration Handbook is available to view, print or copy at DMV's Web site, www.OregonDMV.com.

This revision is an update to the April 2006 Handbook.

With this revision, the Handbook's appearance has changed because DMV has started using new, more efficient software to create and update it. Dealers may notice minor changes throughout the Handbook in format and pagination.

The index now includes hyperlinks.

Dealers who keep a printed copy may wish to reprint the entire Handbook or purchase a printed copy from one of these organizations:

- Oregon Independent Auto Dealers Association (OIADA), 1-800-447-0302 or e-mail: info@OIADA.com.
- Oregon Vehicle Dealer Association (OVDA), 1-877-541-2277, e-mail: ovda@oregonvda.com or by visiting www.oregonvda.com.

The method for downloading the Handbook from DMV also has changed.

Links will download individual chapters as separate PDF documents, rather than the whole Handbook in one large file. This may help make viewing the Handbook online faster.

Content changes with the July 2006 Handbook revision include:

Chapter F – Ownership Documents: Form 735-6436 was revised in March 2006 and is now titled "Certification of Liens on an Imported Vehicle." It is no longer used to certify compliance with federal safety and emissions standards. DMV is asking dealers who have previous versions of this form to destroy them and order or download the new Form 735-6436 with revision date "3/06."

Chapter N – Model, Makes and Body Styles: The lists for makes and body styles have been updated.

– Margaret Stephens
Vehicle Programs

Form required for Oregon-titled vehicles

Vehicle dealers must submit a Dealer Notice of Vehicle Purchase – DMV Form 165 – for all Oregon-titled vehicles that they purchase, DMV Business Regulation reminds dealers.

This includes vehicles with Oregon salvage-branded titles.

The form must be submitted to DMV within seven days of the dealer's purchase of the vehicle.

If a dealer sells a vehicle with an Oregon salvage title and is not submitting an application for title to DMV on behalf of the buyer, the dealer must

also report the sale to DMV.

Dealers can meet this requirement by submitting the Notice of Sale or Transfer of a Vehicle – Form 6890 – to DMV.

As an alternative, the sale also can be reported to DMV electronically through the agency's Web site at www.OregonDMV.com.

The report must be submitted to DMV within 10 days of the vehicle's sale.

– Rick Parsons
Business Regulation

Vehicles with plates create buyer choices

When a vehicle is sold with current Oregon plates, the registration period remains the same, unless the registration is also being renewed.

If the registration is being renewed, the registration month and day remain the same, but the year of expiration changes. The registration period does not start over.

When a vehicle is sold with no Oregon plates, the customer can apply for new registration and plates, and the vehicle registration period will start over from the date of application or from the date a temporary permit was issued. In this case, the customer pays full registration and title fees, and receives a new expiration date.

These requirements apply whether the vehicle has a two-year or four-year registration period.

A vehicle that originally was registered with a four-year registration period will renew for two years only.

That's because the four-year registration period is valid only for the initial registration of the vehicle.

All passenger vehicle renewals are for the standard two-year registration period.

Dealers who have questions about vehicle registrations and plates should contact the DMV Vehicle Policy Unit at (503) 945-5243.

– Stephanie Zellner
Vehicle Programs

Tips help dismantlers with new laws

DMV Business Regulation investigators began conducting routine inspections of dismantlers in April 2006 with an emphasis on education about new requirements that went into effect Jan. 1, 2006.

Investigators found limited knowledge among dismantlers about the new requirements.

While DMV found that most dismantlers know that they can no longer sell vehicles to the public, the investigators also learned that many dismantlers were unaware of other requirements.

Some of these requirements were established in the law prior to the new legislative changes.

Voluntary compliance is DMV's goal, but for repeated violations the agency now has the authority to assess civil penalties (fines).

Dismantlers who have questions about compliance issues may contact their local DMV investigator.

To help dismantlers learn more about Oregon laws, here is a list of common violations:

•**Failure to remove and destroy registration plates:** Investigators have seen license plates attached to vehicles, component parts or lying on the ground. Dismantlers must remove plates from vehicles and destroy them immediately after acquiring both the vehicle and title or ownership document.

•**Failure to submit the Dismantler's Notice (Form 270) to DMV within 30 days:** Dismantlers must submit the current version of the form for all vehicles with Oregon titles or ownership documents within 30 days after acquiring both the vehicle and the ownership document or title. Dismantlers may order the new version of this form from the ODOT Storeroom, DMV Forms Supply 455 Airport Road SE, Building K, Salem, OR 97301. A printable version

is available on the DMV Web site, www.OregonDMV.com.

•**Failure to submit the title or ownership document with the Dismantler's Notice (Form 270) to DMV:** Dismantlers must submit Oregon titles or ownership documents only. Copy out-of-state-titles for your records, destroy the originals and record the date of destruction. If returning the original title or ownership document to the issuing state, keep a record of when it was mailed or returned.

•**Failure to maintain proper records for a motor vehicle or a major component part:** Specific records must be maintained at the dismantler's licensed location for each motor vehicle or major component part acquired.

•**Failure to confine vehicles without title or ownership documents to**

an off-limits area: These vehicles must be segregated and clearly marked "Not for Sale" until the ownership documents are received.

•**No system of stock numbers for major component parts:** Each major component part must be assigned a stock number that can be used to trace it back to the VIN of the vehicle it came from.

•**Selling vehicles to the public:** A dismantler may sell whole vehicles only to another dismantler.

•**Vehicles and/or major component parts outside of the fenced enclosure:** Keep the premises outside of the building, enclosure or barrier clean and clear at all times.

– *Denzel Gifford*
Business Regulation

New Dismantler Notice form is available

DMV's recent visits and inspections of dismantlers have revealed that many still use the old version of the Dismantler Notice, Form 735-270. The current version, dated "1/06," should be used instead.

The previous versions are obsolete and should be destroyed.

To order the new form, complete a Request for Forms to be Mailed, Form 735-6110, or write a letter requesting the form. Mail the request to: ODOT Storeroom, DMV Forms Supply, 455 Airport Road SE Building K, Salem, OR 97301-5348; or fax it to (503) 986-2801.

Supplies of these forms are not available at DMV Field Offices.

Remember that the Dismantler Notice Form, along with the title or ownership document, must be submitted to DMV within 30 days of

the dismantler obtaining both the vehicle and the ownership document (title, possessory lien documents, replacement title applications, etc). This applies only to vehicles titled in Oregon.

For vehicles titled out of state, make a copy of the ownership document and destroy the original. DMV investigators should not find original titles or other ownership documents in a dismantler's records when conducting inspections.

DMV inspectors also will be randomly checking DMV records to verify that flags have been placed on the vehicle records indicating the Form 270 and ownership document have been submitted.

– *Rick Parsons*
Business Regulation

Dealer Sanctions

Dealer	City	Violations Found	Offense	Count	Amount
Civil Penalties					
Florence Yamaha Inc	Florence	Late Renewal		1	\$100
JK Milwaukie Inc dba Premier Mazda	Milwaukie	Failure to submit fees and application to DMV within 30 days		2	\$250
Javier and Yolanda Martinez dba Martinez Auto Sales	Portland	Failure to satisfy interest in a vehicle within 15 days		2	\$4,000
Livesay Used Vehicles LLC	Portland	Failure to obtain a corrected dealer certificate before moving		1	\$500
Proctor Equipment Inc	Milwaukie	Failure to satisfy interest in a vehicle within 15 days		1	\$6,000
Island Motors LLC	Portland	Failure to satisfy interest in a vehicle within 15 days		2	\$1,000
Rockys Shop LLC	Portland	Late Renewal		1	\$100
JK Gladstone LLC dba Premier Nissan of Gladstone	Boring	Late Renewal		1	\$100
Auto Auction Direct Inc (Suspended)	Gladstone	Failure to satisfy interest in a vehicle within 15 days		2	\$1,000
	Eugene	Failure to provide a means of public contact			
		Failure to exhibit an exterior sign			
		Failure to conspicuously display dealer's certificate			
		Failure to maintain records at the main business location			
Sid Ferris	Portland	Late Renewal		1	\$100
LKQ Foster Auto Parts Salem Inc	Salem	Late Renewal		1	\$100
William E Hawkins dba British Auto Works	North Plains	Late Renewal		1	\$100
Ahmad Inc dba Division Street Auto Wholesale (1 Year Probation)	Portland	Late Renewal		1	\$100
		Failure to deliver title to DMV within 30 days		2	\$1,500
		Failure to provide clear title to a purchaser		1	\$2,000
		Failure to maintain proper records		2	\$1,250
		Failure to submit Dealer Notice of Vehicle Purchased (Form 165)		2	\$350
		Failure to remove foreign registration plates		2	\$100
		Failure to supply ownership documents to purchaser within 25 days		6	\$2,000
		Failure to maintain records of title delivery		6	\$2,000
		Failure to maintain proper records		6	\$1,000
		Failure to submit Dealer Notice of Vehicle Purchased (Form 165)		4	\$1,000
		Late Renewal		4	\$1,000
		Failure to obtain a supplemental dealer certificate		1	\$500
River Marine Sales and Service Inc	White City			1	\$100
Tech Auto & Division Inc dba Elite Motors	Portland			1	\$100
Ideal Homes Inc	The Dalles	Late Renewal		1	\$100
All American Cycle Inc	Portland	Late Renewal		1	\$100
Gemco Enterprises Inc dba Gateway Auto Brokers	Portland	Failure to submit fees and application to DMV within 30 days		9	\$2,250
		Failure to properly issue DMV temporary registration permits		2	\$50
		Failure to properly issue DMV trip permits		2	\$50
		Failure to satisfy interest in a vehicle within 15 days		2	\$3,000
		Failure to satisfy interest in a vehicle within 15 days		2	\$1,000
		Failure to properly issue DMV temporary registration permits		2	\$50
		Late Renewal		2	\$100
		Failure to maintain proper records		1	\$1,000
		Failure to remove foreign registration plates		2	\$150
		Failure to have proof consignor is registered owner, SIH or lessor		2	\$250
		Failure to have consignment agreement in writing		2	\$250
		Failure to obtain a supplemental dealer certificate		1	\$500
		Late Renewal		1	\$100
Hood River Ford Mercury Inc	Hood River			1	\$100
Norway Auto Recycling Inc	Myrtle Point			1	\$100
Vitali Kachun dba Vital Auto Brokers	Portland			2	\$1,000
		Failure to satisfy interest in a vehicle within 15 days		2	\$150
		Failure to have proof consignor is registered owner, SIH or lessor		2	\$250
		Failure to obtain a supplemental dealer certificate		2	\$250
		Late Renewal		1	\$500
Castlerock Auto LLC	Eugene			1	\$500
David B & Cynthia L Duke dba Duke Auto Recyclers	Oakridge			1	\$100
UNLICENSED DEALERS					
Thomas B McCown	Florence	Acting as a vehicle dealer without a current dealer certificate		1	\$17,500
Randolph Roger Ross	Oregon City	Acting as a vehicle dealer without a current dealer certificate		1	\$32,500

Note: Fines and sanctions for dealers and unlicensed dealers may not reflect settlements.