

Renewal Time for Franchised Dealers!

The Department of Highway Safety and Motor Vehicles reminds franchised dealers (VF) and service facilities (SF) that it is time to renew their dealer license.

On Oct. 15, 2018, the Department emailed renewal notices and applications to **737** licensed franchised dealers. A renewal package was mailed to those dealers without an email address. A completed renewal application form (HSMV 86720, “Renewal Application for Motor Vehicle, Mobile Home, or Recreational Vehicle Dealers”), fee and required documents must be submitted to the local Regional Office responsible for your dealership. This form is available at <https://www.flhsmv.gov/pdf/forms/86720.pdf> on the Department’s website. The Regional Office list can be accessed at https://www.flhsmv.gov/pdf/dealerservices/ms_regional_offices.pdf, also on the Department’s website.

The following documents are required with the renewal application:

Primary Location:

- ❖ A completed license renewal application form HSMV 86720. This form is available on the Department’s website at: <https://www.flhsmv.gov/pdf/forms/86720.pdf>
- ❖ A \$75 annual license renewal fee for the primary location. If the completed application, all required documents, and fee are not received for the primary location by Dec. 31, a \$100 delinquent fee is also due, for a total renewal fee of \$175. Checks must be made payable to DHSMV.
- ❖ A \$150 biennial license renewal fee if you are opting for a biennial (two year) renewal. Checks must be made payable to DHSMV.
- ❖ An original surety bond, original irrevocable letter of credit, or original continuation certificate in the amount of \$25,000 for franchise motor vehicle dealers. The Dealership's Principal must sign the surety bond and Irrevocable Letter of Credit.
- ❖ Copy of proof of Garage Liability insurance submitted must include, at a minimum, \$25,000 combined single limited liability coverage including bodily injury and property damage protection and \$10,000 personal injury protection. Certificate of garage liability insurance signed by the garage liability insurance agent is required.
- ❖ Copy of certification from the Division of Corporations showing current registration of the business and fictitious name(s) (on-line access at www.sunbiz.org).

Supplemental Location

- ❖ A completed license renewal application form HSMV 86720. This form is available on the Department’s website at: <https://www.flhsmv.gov/pdf/forms/86720.pdf>
- ❖ A \$50 annual renewal fee. Make check payable to DHSMV.
- ❖ A \$100 biennial license renewal fee if you are opting for a biennial (two year) renewal.
- ❖ Checks must be made payable to DHSMV.

- ❖ A copy of the surety bond, irrevocable letter of credit, or continuation certificate in the amount of \$25,000 that was submitted with the primary location renewal application.
- ❖ A copy of the certificate of garage liability insurance that was submitted with the primary location renewal application. This certification must include, at a minimum, \$25,000 combined single limit liability coverage, including bodily injury and property damage protection, and 10,000 personal injury protection. Copy of the Certificate of garage liability insurance is required and must be signed by the garage liability insurance agent

The Department has moved to electronic communication of important notices, renewals and legislative changes to licensed dealers statewide. Therefore, it is important for dealers to update their renewal application with a current business email address for their dealership. Dealers are advised to avoid using email addresses of their staff on the application as notices may not reach their dealership if the staff member no longer works at the dealership. Dealers are advised to immediately notify the Regional Office responsible for their dealership of any changes in their business email address.

To ensure proper processing of renewal applications, dealers are advised to submit their completed renewal application, required documents and fee to the regional office. They are further advised not to submit their application to Tallahassee. All checks must be made payable to DHSMV.

For assistance in locating one of our Regional Offices, please see https://www.flhsmv.gov/pdf/dealerservices/ms_regional_offices.pdf. Local Regional Offices will be available to assist dealers from 8:00 a.m. – 5:00 p.m., Monday through Friday.

The Department of Highway Safety and Motor Vehicles salutes all of our industry partners, and we greatly appreciate their assistance and cooperation in the timely renewal of their dealer license.