



STATE OF FLORIDA  
 DEPARTMENT OF HIGHWAY SAFETY AND MOTOR VEHICLES  
 DIVISION OF MOTORIST SERVICES  
 NEIL KIRKMAN BUILDING, TALLAHASSEE, FLORIDA 32399-0500

**RENEWAL APPLICATION**

**MOTOR VEHICLE, MOBILE HOME, OR RECREATIONAL VEHICLE DEALERS**

ANNUAL RENEWAL  BIENNIAL (TWO YEARS) RENEWAL

**PLEASE SUBMIT THIS APPLICATION TO THE REGIONAL OFFICE RESPONSIBLE FOR YOUR DEALERSHIP**

IF THERE ARE NO CHANGES FROM LAST YEAR, YOU MAY FILE THIS FORM TO RENEW YOUR LICENSE.

THIS FORM MAY ALSO BE USED FOR THE FOLLOWING:

Change of Mailing Address (Please Check Box if Mailing Address Needs Updating)

**Do not use white-out or correction tape on this application.**

Current or last License Number (Include suffix if Additional Location): \_\_\_\_\_

Licensee Name: \_\_\_\_\_

- Sole Proprietor       Corporation       Limited Liability Company/Partnership (LLC/LLP)  
 Limited Liability Limited Partnership (LLLP)       Partnership

Fictitious (DBA) Name: \_\_\_\_\_

Dealership Physical Address: \_\_\_\_\_  
Street Address

City \_\_\_\_\_ County \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
Enter Mailing Address Even if Same as Physical Address

City \_\_\_\_\_ County \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Federal Employer's Identification Number (FEID): \_\_\_\_\_

Florida Sales Tax Number: \_\_\_\_\_

Business E-Mail Address: \_\_\_\_\_

Business Telephone Number: ( ) \_\_\_\_\_ Fax Number: ( ) \_\_\_\_\_

Cell Phone Number: ( ) \_\_\_\_\_

Who is your ETR vendor? \_\_\_\_\_

Proof of Identification, if Sole Proprietor or Partnership: \_\_\_\_\_

**Acceptable Proof of Identification includes:**

- A Florida driver license or identification card (**please include number in appropriate space above**);
- An out of state driver license or identification card;
- A US passport;
- A Canadian driver license, identification card, or passport;
- A driver license or identification card from any US Territory (American Samoa, Guam, Mariana, Puerto Rico, and the US Virgin Islands); and
- An out of country passport.

A copy of the proof of identification must be submitted with your renewal form to the Department, unless the proof of identification submitted is a Florida driver license or identification card (**please include driver license/identification number in appropriate space above**).

**COMPLETION OF THIS SECTION IS MANDATORY FOR PROCESSING:**

Have you or any officer/owner been convicted of a felony or equivalent in any jurisdiction **since** your last renewal?  Yes  No

If the answer is "Yes", please submit the charging document(s) and disposition document(s).

"Under penalty of perjury, I do swear to affirm that all the information contained in this application is true and correct and that applicant will abide by all laws of Florida, including Chapters 319 and 320, Florida Statutes, and all applicable rules, and procedures of the Department of Highway Safety and Motor Vehicles. I further certify that I am authorized to bind the application with my signature."

\_\_\_\_\_  
**Officer's Signature** **Print Name**

\_\_\_\_\_  
**Title** **Date**

**OFFICE USE ONLY**  
 Entered by \_\_\_\_\_

Approved by \_\_\_\_\_

LICENSE NUMBER
ISSUE DATE
Date Application Was Received In Regional Office
Dealer Application Completion Date
DATE MAILED TO HEADQUARTERS
DATE RECEIVED IN DEALER LICENSE
<input type="checkbox"/> CHECK CHECK NUMBER
AMOUNT
<input type="checkbox"/> CASH <input type="checkbox"/> CREDIT CARD
PAYMENT NUMBER
FRVIS CUSTOMER NUMBER
DIVISION CORP <input type="checkbox"/> ACTIVE <input type="checkbox"/> INACTIVE
Dealer Training School <input type="checkbox"/> Continuing Education <input type="checkbox"/> Pre-Licensing
DATE: _____
<input type="checkbox"/> SURETY BOND/ CONTINUATION CERT.
<input type="checkbox"/> GARAGE LIABILITY INSURANCE

Zone# \_\_\_\_\_  
 Insp # \_\_\_\_\_  
 Insp Name: \_\_\_\_\_

**PLEASE SUBMIT RENEWAL APPLICATION FORM HSMV 86720 TO THE REGIONAL OFFICE RESPONSIBLE FOR YOUR DEALERSHIP**

**REQUIRED DOCUMENTATION - (must be submitted with renewal application)**

**FRANCHISE (VF) MOTOR VEHICLE DEALERS** are **required** to submit the following documentation with their renewal application:

**Primary Location:**

- Completed license renewal application form HSMV 86720.
- \$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 December 31st, a \$100 delinquent fee is due for a total renewal fee of \$175. Checks must be made payable to DHSMV.
- \$150 biennial license renewal fee if you are opting for a biennial (two years) 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 which 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](http://www.sunbiz.org)).

**Supplemental Location**

- A completed license renewal application form HSMV 86720.
- \$50 annual renewal fee. Make check payable to DHSMV.
- \$100 biennial license renewal fee if you are opting for a biennial (two years) 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

**INDEPENDENT (VI), WHOLESALE (VW), AUCTION (VA), AND SALVAGE (SD) MOTOR VEHICLE DEALERS** are **required** to submit the following documentation with their renewal application:

**Primary Location:**

- Completed license renewal application form HSMV 86720.
- \$75 annual renewal fee for the primary location. If the completed application, all required documents, and fee are not received for the primary location by April 30th, a \$100 delinquent fee is due for a total renewal fee of \$175. Checks must be made payable to DHSMV.

- \$150 biennial license renewal fee if you are opting for a biennial (two years) 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 motor vehicle dealers, auction dealers and independent dealers. The Dealership's Principal must sign the surety bond and Irrevocable Letter of Credit.
- Copy of proof of Garage Liability insurance which 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 **or** a general liability policy coupled with a business automobile policy which 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. Signature of the insurance agent is required on all insurance policies.  
**Please note:** Salvage Dealers are exempt from Garage Liability Insurance
- Dealer License Continuing Education course certificate of completion or a pre-licensing Dealer Training Seminar for **independent dealers only**.
- 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](http://www.sunbiz.org)).

### **Supplemental Location:**

- Completed license renewal application form HSMV 86720 including current business e-mail address.
- \$50 annual renewal fee.
- \$100 biennial license renewal fee if you are opting for a biennial (two years) renewal. Checks must be made payable to DHSMV.
- A copy of the surety bond, irrevocable letter of credit, or continuation certificate that was filed with the renewal of the primary lot.
- A copy of the certificate of garage liability insurance or a general liability insurance policy coupled with business automobile policy 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 or general liability insurance is required and must be signed by the insurance agent.

**MOBILE HOME DEALERS (DH), MOBILE HOME BROKERS (BH)** are **required** to submit the following documentation with their renewal application:

### **Primary Location:**

- Completed license renewal application form HSMV 86720.
- \$140 annual renewal fee for the primary location. If the completed application, all required documents, and fee are not received for the primary location by September 30th, a \$200 delinquent fee is due for a total renewal fee of \$340. Checks must be made payable to DHSMV.
- \$280 biennial license renewal fee if you are opting for a biennial (two years) 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 must be submitted for mobile homes dealers with four or fewer supplemental locations. The Dealership's Principal must sign the surety bond and Irrevocable Letter of Credit.

Mobile home dealers with more than four supplemental locations must submit an original surety bond, original irrevocable letter of credit, or original continuation certificate in the amount of \$50,000.

- Mobile home dealers and mobile home brokers selling recreational vehicles must submit proof of garage liability insurance which 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. Certificate of garage liability insurance signed by the garage liability insurance agent is required.
- Copy of certification from the Division of Corporation showing current registration of the business and fictitious name(s) (on-line access at [www.sunbiz.org](http://www.sunbiz.org)).

#### **Supplemental Location:**

- Completed license renewal application form HSMV 86720 including current business e-mail address.
- \$50 annual renewal fee.
- A copy of the surety bond, irrevocable letter of credit, or continuation certificate that was filed with the renewal of the primary lot.

**RECREATIONAL VEHICLE DEALERS (RV and RU)** are **required** to submit the following documentation with their renewal application:

#### **Primary Location:**

- Completed license renewal application form HSMV 86720.
- \$140 annual renewal fee for the primary location. If the completed application, all required documents, and fee are not received for the primary location by September 30th, a \$200 delinquent fee is due for a total renewal fee of \$340. Checks must be made payable to DHSMV.
- \$280 biennial license renewal fee if you are opting for a biennial (two years) renewal. Checks must be made payable to DHSMV.
- An original surety bond or original continuation certificate in the amount of \$10,000 must be submitted for recreational vehicle dealers with four or fewer supplemental locations. Recreational vehicle dealers with more than four supplemental locations must submit an original surety bond or original continuation certificate in the amount of \$20,000.
- Copy of proof of Garage Liability insurance which 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. 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](http://www.sunbiz.org)).

#### **Supplemental Location:**

- Completed license renewal application form HSMV 86720 including current business e-mail address.
- \$50 annual renewal fee.
- A copy of the surety bond, irrevocable letter of credit, or continuation certificate that was filed with the renewal of the primary lot.
- A copy of the garage liability insurance certificate that was filed with the renewal of the primary location.