

Examiner Worksheet**Date:****Dealer number:****Dealer Name:****POC:**

Physical Location		
Does the business have a sign with a name that matches the issued license	Y/N	
Is their display area for 10 vehicles as well as accommodations for customer parking	Y/N	
Is the display and customer parking area adequately surfaced in a manner which will not change with weather conditions (asphalt, concrete etc.)	Y/N	
Is the business well lit during business hours	Y/N	
Is there another business located at the same address or location	Y/N	
If two businesses; is there a distinct impression of a separate business and public entrance for each business	Y/N	
Are new photographs required and included with current audit		

Office Space		
Is the office at the licensed location	Y/N	
Is the office at least 100 square feet reflect usage as dealers's established place of business	Y/N	
Is the office currently being served by utilities such as heat, electricity and business phone	Y/N	

Does the office contain furniture such as a desk, chair and filing cabinet	Y/N	
Record Keeping		
Are deal jackets available for audit review in an organized fashion	Y/N	
Does the business have current insurance with adequate limits	Y/N	
Does the business have a current and valid bond	Y/N	
Is the dealer's license displayed in plain view	Y/N	
Was the examiner provided reasonable access and accommodations to review records	Y/N	
Were ownership papers produced for all vehicles on display at location	Y/N	
Are interim plates being issued multiple times to the same consumer/vehicle	Y/N	
How are 21 day affidavits being utilized	Y/N	
Are 21 day affidavit forms completed correctly	Y/N	
Are bills of sale signed and dated by consumer and dealer	Y/N	
Are titles accurately reflecting transfer of ownership	Y/N	
Are the ST108 and 108e Accurate and consistent with sale documents	Y/N	
Are the titles being delivered with 21 days from date of delivery	Y/N	
Are any and all disclosure statements signed by the customer	Y/N	

Are consignment agreements signed and dated	Y/N	
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Actual retail sales viewed	#	Retail sales reported on renewal	#
Actual wholesale sales viewed	#	Wholesale sales reported on renewal	#

Comments;

ADSD Examiner

Date

Examiner Contact Info
Indiana Secretary of State

Complaint		
Are all relevant documents and materials accessible at the dealership	Y/N	
Is the deal jacket complete with waivers and or disclosures (Etch, warranty, etc)	Y/N	
Does the paperwork at location match what complainant submitted	Y/N	
Does file contain buyers guide, power of attorney, or any insurance information	Y/N	
Is lease or other trade in information reflected in the customer file	Y/N	
Was the title delivered on time? If not is delay documented	Y/N	
Does file reflect trade in pay off, third party payoff, or credit documents	Y/N	
Was title disclosure paperwork signed by customer	Y/N	

Comments;

ADSD Examiner

Date

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Indiana Secretary of State