

**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 there 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' established place of business	Y/N	

**EXAMINER
WORKSHEET**

Date:

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	
Give a physical description of work space and include photo		
Where are the dealer hard copy files maintained?		
How many hours per week does dealer work from this location?		
Is mail forwarded to dealer from this location?		
Does dealer have landline and/or cell?		
Does anyone work out of this space on behalf of dealer?		
Are there any employees in Indiana or elsewhere?		

Records

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	

**EXAMINER
WORKSHEET**

Date:

Are interim plates being issued multiple times to the same consumer/vehicle	Y/N	
How are 31 day affidavits being utilized	Y/N	
Are 31 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	<u>Y/N</u>	
Are the ST108 and 108e accurate and consistent with sale documents	Y/N	
Are the titles being delivered with 31 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	
Where are plates used and by whom?		
Where is your inventory located?		
Does the dealer use transport operators or service?		
List other states where dealer is licensed to sell or trade vehicles.		

Actual retail sales viewed	#	Retail sales reported on renewal	#	
Actual wholesale sales viewed	#	Wholesale sales reported on renewal	#	

**EXAMINER
WORKSHEET**

Date: _____

Comments:

Dealer to:

Other:

Date of next visit _____

No further action required _____

Dealer contact initials _____

ADSD Examiner Date

Examiner Contact Info
Indiana Secretary of State

**EXAMINER
WORKSHEET**

Date: _____

Complaint/Explain

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

Examiner Contact Info
Indiana Secretary of State