



## **APPLICATION FOR THE REGISTRATION OF A MOTOR VEHICLE TITLE LOAN BUSINESS**

### **INSTRUCTIONS**

**If this is the first time your business is applying for a registration as a motor vehicle title loan business or has never previously received a registration in Miami-Dade County, check Initial. If your business has previously been granted a Miami-Dade County registration as a motor vehicle title loan business, check Renewal.**

**The application should be typed or printed legibly.**

#### **1. & 2. Corporate and Business Name**

Provide your corporate name and the business name you use when holding yourself out to the public. For example, if your business is a corporation named XYZ, Inc. and you hold yourself out as ABC Auto Title Loans, you would write "XYZ, Inc. d/b/a ABC Auto Title Loans" in the space provided. "d/b/a" means "doing business as." Partnerships, like corporations, need to use "d/b/a," unless the name used by the business is the same name of the partnership or corporation. In other words, if XYZ Auto Title Loans, Inc. holds itself out as XYZ Auto Title Loans, write "XYZ Auto Title Loans, Inc." in the space provided. Sole proprietors need only provide the name of the business.

#### **3. Current Phone Number**

Provide the current phone number of your business at this location.

#### **4. Business Address**

Provide the address of this location from where business is conducted. If more than one location, submit one application for every location. PO Box addresses are not acceptable

#### **5. Person(s) in charge**

Provide the name(s) of the person(s) actively managing this location.

#### **6. Ownership Type**

Check whether your business is owned by a sole proprietor (individual owner), partnership (two or more owners who did not form a corporation), or corporation. If your business is a sole proprietorship, state your date of birth. If your business is a partnership, state your date of formation. If your business is a corporation, state your date of incorporation.

#### **7. Principals (Officers, Directors, Registered Agent)**

If your business is a corporation, write the names, positions/titles, and residence addresses of each officer and director. Attach additional paper, if necessary. Also, write the name and address of the business' registered agent in Florida. If

any individual listed under item 7 above served within the past ten (10) years as a sole proprietor, general partner, or corporate officer or director of another auto title loan business, list the names and principal address of those auto title loan businesses.

8. Process of Service

Provide below the name and address of your agent in this state for process of service.

9. Ultimate Equitable Owner

Provide the name of each and every owner and ultimate equitable owner and their percentage of ownership.

10. Criminal Background

Answer a **YES** or a **NO** to questions A, B, and C. If you answered **YES** to any of the questions, attach a court certified copy of the disposition including the individual's name, crime, date of conviction, jurisdiction, sentence, and any other relevant information, including a copy of the judgment or court order. Attach additional sheets, if necessary.

11. Has the applicant ever been enjoined?

Provide the details of the circumstances involving any injunction against your business.

12. Has the applicant ever failed to comply?

Provide details if your business ever failed to comply with any order, regarding the operation of a auto title loan business, of the Miami-Dade County Consumer Services Department, the Broward County Division of Consumer Affairs or the Palm Beach County Division of Consumer Affairs.

13. Fees

The following non-refundable fees are to be submitted with the application by check or money order made payable to the "Board of County Commissioners." If the application is missing the application/license fee, it will be returned unprocessed.

1.	Initial Application and License Fee	\$ 1,250.00
2.	Biannual Renewal Fee	1,000.00
3.	Reactivation Fee	200.00
	(in additional to the Biannual Renewal Fee within 90 days of expiration)	
4.	Replacement of License	35.00

14. Additional Requirements Checklist

Provide the documentation requested in the checklist and check-off each document as you attach it to the application.

15. Signature

The application must be signed by the sole proprietor, any general partner, or any corporate officer or director with the authority to legally bind the corporation. The individual signing the application must first have read it. The application is signed under the penalties of perjury. Any falsification in the application can result in denial, revocation or suspension of the registration, civil penalties and/or criminal penalties.