



**Dealer Request to Keep Records in a Centralized Location**  
(Form must be completed on an annual basis at the time of dealer license renewal.)

\_\_\_\_\_  
Name of dealerships and dealer license numbers

\_\_\_\_\_  
Proposed location for centralized record keeping – address and telephone number

\_\_\_\_\_  
Primary contact for dealership records – name, phone number, and email address

The above-referenced dealerships are requesting permission to keep all records in a centralized location pursuant to Minnesota Statutes section 168A.11, subdivision 4, and agree to the following terms:

1. The above-referenced dealerships operate as part of a common management or control agreement and hold new motor vehicle dealer license types;
2. The proposed location for centralized record keeping is the established place of business for one of the dealerships or a location within Minnesota that is not more than 25 miles away from the established place of business for one of the dealerships; and
3. A designated representative will be available during normal business hours (Monday-Friday 8 a.m. to 5 p.m.) to personally assist any DVS inspector or law enforcement officer in accessing and reviewing all records as part of a routine dealer inspection under Minnesota Rule 7400.4300, subpart 2. The representative will be knowledgeable and efficient in accessing all records.

The above-referenced dealerships must notify the DVS dealer unit if the primary contact named above leaves the dealership and then provide an updated version of this form within 14 business days. Failure to submit an updated form will void this agreement and the dealerships will be required to keep their records at their established places of business pursuant to Minnesota Statutes section 168A.11, subdivision 3.

Authorized representative

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Email address

\_\_\_\_\_  
Phone number

I have authority on behalf of the above-referenced dealerships to request the centralized keeping of business records and understand that this authorization is only valid for the current dealer license renewal cycle.

X

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

For DVS use only:



Date approved \_\_\_\_\_ License expires \_\_\_\_\_