



REGISTRY OF MOTOR VEHICLES

## General Requirements for Dealer Inspection

Registry of Motor Vehicles · Section 5 Division  
P.O. Box 55897 · Boston, MA 02205-5897 · PHONE: 857-368-8030

**The Massachusetts State Police will be onsite to visit your location in 4 - 10 weeks from the date of this letter.** In order to prepare for this visit, please review the following list of general requirements and ensure all are met prior to the State Police arrival.

- **Have the following documents available for review:**
  1. Dealer license from city or town
  2. Business Certificate
  3. Articles of organization/Corp papers (if applicable)
  4. FID/EIN
  5. A list of all authorized users who will have access to the Section 5 plates and photocopies of valid driver's license for each authorized user.
- **Must be principally and substantially engaged in the business** of selling motor vehicles, recreational vehicles, trailers or motorcycles.
- **Must have a permanently affixed exterior sign** posted of sufficient size and design to give the general public notice of the name, and nature of the business. You must have a sign to display business hours.
- **Must have a separate and exclusive entrance to your place of business**, unless both businesses are owned by you. Section Five registrants cannot share office space.
- **Must have adequate office space** in the building structure or office trailer to conduct business.
- **Must have a display area dedicated for selling vehicles.** If you are sharing a display area, there must be a physical separation (cordoned off area).
- **Must have used car warranty and lemon law stickers.** These stickers should be displayed on the vehicles left rear passenger side window.
- **Must have access to a repair facility.**
- If applicable, must have a Garage Record Book and adequate service records.
- **Have an approved format of the Used Vehicle Record Book.** The number of vehicles for sale should be properly recorded in the UVRB.
- **Must register your business with the Department of Revenue** in order to be identified as a dealer in Massachusetts. You can contact D.O.R at 617-887-MDOR (6367)

**Prior to the State Police Inspection, please check with your city or town for any additional requirements.**