



**INSTRUCTIONS
FOR
LOUISIANA MOTOR VEHICLE COMMISSION
2011 RENEWAL APPLICATION
FOR LICENSE AS A
MOTOR VEHICLE LESSOR FRANCHISOR**

1. Complete the application in full. Please type or print.
2. The following **MUST** accompany the application when filed:
 - Fee of **\$500.00** (check or money order made payable to the LOUISIANA MOTOR VEHICLE COMMISSION).
 - A Board or Member Resolution **MUST** be secured and utilized by attaching to the application indicating that the signatory is a representative of and is authorized to sign the application on behalf of the partnership, corporation, trust, limited partnership, limited liability partnership, or limited liability corporation. (Form LMVC/BMR, Sample Board or Member Resolution may be found at www.lmvc.la.gov {Applications}.)

Mail to: LOUISIANA MOTOR VEHICLE COMMISSION, 3519 12TH STREET, METAIRIE, LOUISIANA 70002.

NOTE: Upon receipt of your renewal packet a review of your Motor Vehicle Lessor Franchisor file will be made. Any and all documents **NOT ON FILE OR CURRENT WILL BE REQUESTED.**

IF YOU ARE MAKING OR HAVE MADE CHANGES, I.E.:

- ☞ Change in location
- ☞ Change in corporate ownership or majority ownership
- ☞ Change in the name of the licensee

NOTE THE FOLLOWING!

Changes **CANNOT** be done on a renewal application.

Contact the Louisiana Motor Vehicle Commission and request an Initial Application Packet.

(504) 838-5207 ♦ E-mail: prmangin@lmvc.la.gov

This application (with the exception of the financial statement) is a public record and will be furnished to any person, firm, association, or corporation making a written public record request.

Applicants are **CAUTIONED** to allow at least 30 days for the license to be processed by the Commission staff.

Applications **RECEIVED AFTER** the expiration date (December 31, 2010) are **SUBJECT TO LATE FILING FEES.**

Applications that are incomplete and/or irregular will be returned **"VOID"**.

Pursuant to the Americans with Disabilities Act, assistance will be provided in completing any forms required by the LMVC.

If you have any questions, please contact Pam Mangin by E-mail at prmangin@lmvc.la.gov.



**LOUISIANA MOTOR VEHICLE COMMISSION
2011 RENEWAL APPLICATION FOR LICENSE AS A
MOTOR VEHICLE LESSOR FRANCHISOR**

FOR OFFICIAL USE ONLY

License # _____

Date Issued _____

Deposit Date _____

Check # _____

Check Amount \$ _____

**RETURN THIS DOCUMENT AND REQUIRED DATA LISTED ON THE INSTRUCTION SHEET TO THE:
LOUISIANA MOTOR VEHICLE COMMISSION
3519 12TH STREET, METAIRIE, LOUISIANA 70002
PHONE: (504) 838-5207 ♦ FAX: (504) 838-5416 ♦ WWW.LMVC.LA.GOV**

FEE \$500.00

Name of Motor Vehicle Lessor Franchisor (Hereinafter called Applicant)			Current Lessor Franchisor License Number		
Trade Name (DBA) of Applicant				Louisiana Sales Tax Exemption No.	
Physical Address of Applicant		City	State	Zip Code	
P.O. Box/Drawer of Applicant	City	State	Zip Code		
Phone Number of Applicant		Fax Number of Applicant		Toll Free Number of Applicant	
Web Site of Applicant			E-Mail Address of Applicant		
Name of Applicant's Corporate Headquarters					
Physical Address of Applicant's Corporate Headquarters		City	State	Zip Code	
P.O. Box/Drawer of Headquarters	City	State	Zip Code		
Phone Number of Headquarters		Fax Number of Headquarters		Toll Free Number of Headquarters	
Web Site of Headquarters			E-Mail Address of Headquarters		
List all Stockholders, Members, or Partners and Their Percentage of Ownership (If needed, use additional paper)	Name		Title		Percentage of Ownership
Name of Registered Agent for Service of Process in Louisiana					
Address of Registered Agent for Service of Process in Louisiana					
City	State	Zip Code			
<u>CERTIFICATION BY APPLICANT</u>					
<i>I have read the foregoing application and I know the contents thereof. All matters and things therein set forth are true under penalty of perjury. I agree to conform to any law relating to the sale, lease or rental, distribution, or financing of motor vehicles and the rules and regulations promulgated by the Louisiana Motor Vehicle Commission.</i>					
Signature			Title		
Print Name			Date		
<i>A Resolution of the Board of Directors of the Corporation or of the members of the Partnership, Trust, Limited Partnership, Limited Liability Partnership, or Limited Liability Company authorizing the person signing above to execute this application MUST be attached.</i>					