

## Chapter MVD 13

### DEALER FACILITIES AND RECORDS

MVD 13.01	Display lot and display area	MVD 13.03	Auction dealers
MVD 13.02	Records kept	MVD 13.04	Business sign

**History:** Chapter MVD 13 as it existed on May 31, 1966 was repealed and a new chapter MVD 13 was created effective June 1, 1966.

**MVD 13.01 Display lot and display area.** (1) The “\* \* facilities to display automobiles and motorcycles \*\*” as required under section 218.01 (3) (bf), Wis. Stats., shall be accessible facilities set aside and maintained at all times for the sole purpose of displaying automobiles and motorcycles offered for sale, which shall consist of a minimum indoor area of not less than 12 feet by 20 feet for automobiles. Motorcycle dealers, not also engaged in the business of selling automobiles, shall provide an indoor display area of sufficient size to accommodate at least 3 units.

(2) Each motor vehicle dealer, mobile home dealer and motor vehicle wholesaler shall provide a vehicle display lot adjacent to the business office. Such display lot is not required of a mobile home dealer, if also a licensed realtor and involved in mobile home sales solely as a result of real estate transactions and such mobile homes are offered for sale on-site.

**History:** Cr. Register, May, 1966, No. 125, eff. 6-1-66; am. (1), r. and recr. (2) and r. (3), Register, April, 1977, No. 256, eff. 5-1-77.

**MVD 13.02 Records kept.** The minimum of books and records required to be kept and maintained at the licensed business premises by licensed Wisconsin motor vehicle and mobile home dealers and used motor vehicle wholesalers under sections 218.01 (3) (bf) and (d), 218.11 (7) (c) and 342.16 (2), Wis. Stats., and other relevant statutes and departmental orders shall consist of the following:

(1) Motor vehicle dealers:

(a) Titles or other evidence of ownership for each used vehicle owned and offered for sale and MSO for each new vehicle owned and offered for sale.

(b) Written consignment agreement between owner and dealer for each vehicle owned by an individual and offered for sale by such dealer.

(c) Vehicle general condition disclosure statements, as required by section MVD 24.03 (5).

(d) Odometer statement from prior owner and odometer statement to subsequent purchaser, as required by section MVD 24.03 (7).

(e) Original or copy of motor vehicle purchase contracts as required by section MVD 24.04, purchase orders, invoices and sales tax statements.

(f) Records of every used vehicle bought, sold, exchanged, or consigned shall be kept in a permanently bound (case or perfect bound) book of not less than 8 ½ X 11" in size, containing consecutively numbered pages with horizontal line ruling. Initial purchase entries shall be made immediately as each vehicle is acquired and sales information entered on same line at subsequent time of sale. Vertical dividing lines shall be provided, and may be manually drawn, to divide the following information as shown:

Date Acquired	Acquired From Name & Address	Year Make-ID	Date Sold or Disposed of	Disposed of or Sold to Name & Address
---------------	------------------------------	--------------	--------------------------	---------------------------------------

(g) Such used vehicle record book shall be maintained for 5 years and all other required records shall be maintained for a period of 3 years from the date of sale. Such records shall be kept in the place of business during business hours, and shall be open to inspection by a representative of the division during reasonable business hours.

(2) Mobile home dealers, items included in subsection (1) (a), (b), (e), (f) and (g).

(3) Motor vehicle wholesalers (used vehicles), items included in subsection (1) (a), (d), (e), (f) and (g)

**History:** Cr. Register, May, 1966, No. 125, eff. 6-1-66; r. and recr. Register, April, 1977, No. 256, eff. 5-1-77.

**MVD 13.03 Auction dealers.** Motor vehicle wholesale auction dealers shall:

(1) For each vehicle offered for sale, either require the consigning dealer to deposit clear title or furnish title insurance at time of sale.

(2) Retain a copy of a properly completed, signed dealer reassignment form for each vehicle sold, and furnish 2 copies to the purchasing dealer and 1 copy to the selling dealer.

(3) For each auction sale, maintain a complete listing of each vehicle offered for sale, which listing shall include:

- (a) Date of sale
- (b) Consigning dealer
- (c) Vehicle year, make and ID number
- (d) Purchasing dealer.

(4) Rescind the vehicle sale transaction if unable to furnish clear title to the purchasing dealer within 12 calendar days following date of sale, if so requested by the purchasing dealer.

**History:** Cr. Register, April, 1977, No. 256, eff. 5-1-77.

**MVD 13.04 Business sign.** All motor vehicle and mobile home dealers, motor vehicle wholesalers and motor vehicle wholesale auction dealers shall provide an exterior business sign in compliance with section 100.18(5) Wis. Stats.

**History:** Cr. Register, May, 1966, No. 125, eff. 6-1-66; renum. from MVD 13.03 and am. Register, April, 1977, No. 256, eff. 5-1-77.

Register, April, 1977, No. 256