

## **NOTICE OF PROPOSED GUIDANCE DOCUMENT**

### **Recreational Vehicle Dealer License**

Pursuant to Wis. Stat. s. 227.112, the Wisconsin Department of Transportation is hereby seeking comment Recreational Vehicle Dealer License s. 218, a proposed guidance document.

### **PUBLIC COMMENTS AND DEADLINE FOR SUBMISSION**

Comments may be submitted to the Wisconsin Department of Transportation for 21 days by:

1. Department's website: <https://wisconsin.gov/Pages/dmv/dlr-agents/busnslcnse/recreationdlr.aspx>

2. Mailing written comments to:  
Division of Motor Vehicles  
Wisconsin Department of Transportation  
4822 Madison Yards Way  
PO Box 7336  
Madison, WI 53707-7336

### **WEBSITE LOCATION OF FINAL GUIDANCE DOCUMENT**

The final version of this guidance document will be posted at [wisconsin.gov](https://wisconsin.gov) to allow for ongoing comment.

### **AGENCY CONTACT**

[DOTDMVGuidanceDocs@DOT.WI.GOV](mailto:DOTDMVGuidanceDocs@DOT.WI.GOV)



## State of Wisconsin Department of Transportation

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# Recreational vehicle dealer license

- Business licenses
- Buyer's license
- Manufacturer license
- Moped dealer license
- Motorcycle dealer license
- Recreational vehicle dealer license
- Representative license
- Retail dealer licensing
- Salesperson license
- Salvage Buyer ID (BID) card
- Salvage dealer license
- Wholesale auction dealer license
- Wholesale dealer license

You will need these dealer license application forms:

- RV Application  MV2187

- Entity/Owner Statement [□ MV2844](#)
- RV Business Facilities Statement [□ MV3183](#)
- RV Service Agreement [□ MV2535](#)
- RV Salesperson/Representative License Application [□ MV2184](#)
- Financial Statement [□ MV2195](#)
- Financial Statement Instructions [□ MV2183](#)
- Wisconsin Motor Vehicle Irrevocable Letter of Credit [□ MV1046](#)
- Dealer Bond [□ MV2511](#)
- Articles of Incorporation Document

The recreational vehicle dealer license, Recreational Vehicle Dealer Two Year License Application form, [□ MV2187](#), allows a business to sell, offer to sell, negotiate the sale or lease with an option to buy recreational vehicles. For purposes of dealer licensing, a recreational vehicle is a trailer (no engine), less than 45 feet long, designed to be towed by a motor vehicle and equipped and intended to be used for temporary human habitation.



Recreational vehicle dealer license plate

If your business will **only** sell motor homes (self-propelled by an engine) or other motor vehicles, you will need a Motor Vehicle Dealer License form [□ MV2186](#). For more information, visit the [□ retail dealer license](#) page.

If your business will be selling mobile homes (travel trailers 45 feet long or longer) you will not need a motor vehicle dealer license. However, sale of mobile homes is regulated by the Wisconsin Department of Commerce (608) 266-8577.

### You must meet all of the following requirements to qualify:

- Fill out an Entity/Owner Statement [□ MV2844](#)
- Fill out a Recreational Vehicle Business Facilities Statement [□ MV3183](#).
- A building with a business office to maintain books, records and files.
- A display lot is optional, but if one is provided, it must be within the same block or directly across the street from the office.
- A sales tax seller permit is required. To obtain one, contact the Department of Revenue at (608) 266-2776 or on their website under [□ Sales and Use Tax](#).
- Local zoning and permit approval.
- A service department or written agreement with a nearby service facility.
- Fill out a Financial Statement form [□ MV2195](#). (To assist in filling out the MV2195 form, [□ use these instructions](#).)
- Financial Requirement
  - You'll need one of the following: an original, completed and signed Surety bond ([□ MV2511](#)), a letter of credit ([□ MV1046](#)), or a Financial Statement in the amount of \$25,000. (A \$25,000 bond may be used in lieu of a Financial Statement.) If you are already licensed as a motor vehicle retail dealer at the same location, the \$50,000 surety bond you provided as a requirement for that license will also cover the recreational vehicle dealer license, and you will not be required to submit a financial statement. For a list of insurance companies accepting applications for bonds, see [insurance companies that accept applications for bonds](#).
- An RV service agreement.
- At least one [□ licensed salesperson](#). That could be you or someone else. Note: A salesperson

license exam is not required for recreational vehicle salespeople.

- An exterior business sign.
- A lease for the business real estate unless the license applicant owns it.
- Fees payable to Registration Fee Trust for a two-year license: \$100 for the RV dealer license , \$150 for the first two dealer plates, \$10 for each additional plate, \$8 for each salesperson license.
- You must be at least 18 years old.
- You must submit to a Wisconsin Department of Transportation (WisDOT) inspection of the business location before the license is issued.

## For more information:

- [Field investigation offices](#)
- [Recreational vehicle dealer license plate](#)

## Apply by mail

Because the application forms require signatures of authorities and witnesses, they cannot be submitted online. Mail all completed applications to the following address:

Wisconsin Dept. of Transportation  
Dealer & Agent Section  
P.O. Box 7909  
Madison, WI 53707-7909

If you have questions or to request application materials for the recreational vehicle dealer license:

**Email** [Wisconsin DMV email service](#)

### Contact Information

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### Forms/Notices

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### WisDOT Employees

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