

MANUFACTURED HOME DEALER LICENSE PLATE APPLICATION INSTRUCTIONS

Payment must accompany the application. Make checks payable to Oklahoma Tax Commission. The Dealer number (if any) must appear on the check. A \$50.00 penalty will be assessed for any dishonored check.

Replacement Plates and/or Decals: If any Dealer plates and/or decals have been lost or stolen you must make a police report of the incident. You must include a copy of the **police report** with your application. **List the missing plates and the decal numbers that are on missing plates on the front of this application or on an additional sheet of paper.** Damaged plates must be returned with your application. If you have lost/stolen **decals only** the contact the Oklahoma Tax Commission/Dealer Plate Section.

Renewals: If you have damaged dealer plates or plates you are not renewing, they must be returned with your application. Your renewal application cannot be processed until you have accounted for all plates in your possession. Decals for renewals cannot be issued until the Oklahoma Tax Commission has been notified by the Used Motor Vehicle and Parts Commission that the Dealer's license has been issued for the renewal year.

Penalty Fees: The license is non-assignable and expires December 31st of each year. If not renewed by that date, the applicant will become subject to a penalty of \$0.25 per plate per day for a period of thirty-one (31) days. After January 31st, the penalty will be \$10.00 per plate.

Mail Fees: \$5.00 per Plate, \$1.55 per 5 Decals (1-5 decals = \$1.55; 6-10 decals = \$3.10, etc.)

AGREEMENT

It is hereby agreed by and between the Applicant and the Oklahoma Tax Commission that:

1. Dealer plates will be revoked if the Applicant has violated or violates any provisions of the laws of this state.
2. Separate licenses and license plates are required for each location owned or operated by the Applicant.
3. The Applicant will advise each purchaser of a manufactured home, in writing, about title requirements and of the payment of any taxes due the state.
4. The Applicant will keep such records on such forms as shall be prescribed by the Oklahoma Tax Commission and will make all reports required by the Oklahoma Tax Commission.
5. The Applicant will not use dealer plates issued in connection with this license on any new vehicle, used vehicle, or on any trailer or on any vehicle that is used as service/loaner car.
6. The Applicant **will not use** dealer plates on any vehicle used for hire or for private use.
7. The Applicant **must use** dealer plates, **not In-Transit plates**, to move any manufactured home that the Applicant has sold.

Submission of this application implies agreement to comply with all terms and conditions listed.

Mail this completed application and remittance to:

OKLAHOMA TAX COMMISSION
MOTOR VEHICLE DIVISION
DEALER LICENSE PLATES
2501 NORTH LINCOLN BOULEVARD
OKLAHOMA CITY, OKLAHOMA 73194-1000
TELEPHONE: (405) 521-3669
(IN STATE TOLL FREE) 1-800-522-8165
WWW.TAX.OK.GOV