



# DEEP SOUTH OF TENNESSEE

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## GARAGE – USED AUTO DEALER SUPPLEMENTAL

Applicant: \_\_\_\_\_ Agent: \_\_\_\_\_

Address: \_\_\_\_\_ Producer: \_\_\_\_\_

City, St, Zip: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

### A. OPERATIONS

- Does applicant operate out of a residence?  Yes  No
- Does applicant sell anything other than private passenger autos, vans or pick up trucks? If so, what? (i.e. Boats; RV's; Trailers; Heavy Trucks; etc.) \_\_\_\_\_
- Where does applicant purchase vehicles held for sale?
 

New Car Dealers	_____ %	Auctions	_____ %	Consignments	_____ %
Wholesale	_____ %	Trade Ins	_____ %	Others	_____ %
- If applicant purchases vehicles from auction, how are they delivered to the lot? \_\_\_\_\_
- Are contract drivers used?  Yes  No
- What age group do the vehicles for sale fall in?
 

1 – 6 Years:	_____ %	6 – 10 Years:	_____ %
10 – 20 Years:	_____ %	Over 20 Years:	_____ %
- How many vehicles are held for sale? \_\_\_\_\_ Average: \_\_\_\_\_ Max: \_\_\_\_\_
- Value of all vehicles on lot? \$ \_\_\_\_\_ Average: \$ \_\_\_\_\_ Max: \$ \_\_\_\_\_
- Does applicant sell vehicles in need of repair?  Yes  No
- Does applicant sponsor a car for racing?  Yes  No
- Are vehicles furnished to organizations, churches, clubs, etc.?  Yes  No  
If yes, please explain: \_\_\_\_\_
- How many dealer tags does applicant have? \_\_\_\_\_
- Are any dealer tags permanently used on a vehicle for business or personal use?  Yes  No  
If yes, please explain: \_\_\_\_\_

### B. PERSONNEL

- Does applicant have a formal safety program?  Yes  No
- Person responsible for safety activities: \_\_\_\_\_
- Which of the following are part of applicant's hiring procedures?
 

_____ Employment Application	_____ Reference Check	_____ Personal Interview
_____ Motor Vehicle Record Check	_____ Lie Detector Test	_____ Medical Questionnaire
		_____ Drug Screening



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4. Total number of employees: \_\_\_\_\_ Full Time \_\_\_\_\_ Part Time

## COMPLETE ATTACHED DRIVERS LIST FOR ALL EMPLOYEES

### C. DEMONSTRATOR VEHICLES

- Are employees provided with demo vehicles?  Yes  No
- Assignment of demo vehicles is based on:  
\_\_\_\_\_ Sales \_\_\_\_\_ Probationary Period  
\_\_\_\_\_ Driving Record \_\_\_\_\_ Other: \_\_\_\_\_
- How is demo vehicle used?  
\_\_\_\_\_ Work Only \_\_\_\_\_ To & From Work \_\_\_\_\_ Personal Car \_\_\_\_\_ Vacations
- Who can use employee's demo vehicles?  
\_\_\_\_\_ Employee \_\_\_\_\_ Spouse  
\_\_\_\_\_ Children \_\_\_\_\_ Others: \_\_\_\_\_
- Who provides insurance on demo vehicles? \_\_\_\_\_
- Who is responsible for deductibles? \_\_\_\_\_
- Is there a written demo agreement?  Yes  No **IF YES, ATTACH WRITTEN DEMO AGREEMENT**

### D. TEST DRIVES

- Does insured obtain drivers' license of customers before test drives?  Yes  No
- Does salesperson accompany customers on every test drive?  Yes  No
- Are there circumstances when drivers' license is not obtained or salesman does not accompany on the test drive?  Yes  No If yes, explain: \_\_\_\_\_
- Is there a designated route taken for test drives?  Yes  No
- Does applicant allow customers to test drive in poor weather?  Yes  No

### E. LEASING

- Does the applicant have a lease department?  Yes  No
- Type of lease: \_\_\_\_\_ Long Term \_\_\_\_\_ Short Term
- How many leases does the applicant have each year? \_\_\_\_\_ Corporate \_\_\_\_\_ Personal
- Does the applicant have a leasing manager?  Yes  No  
If yes: Years of Experience \_\_\_\_\_ Background \_\_\_\_\_
- Does the applicant verify customer's insurance?  Yes  No  
If yes:
  - How is insurance verified \_\_\_\_\_
  - Do they have evidence of insurance on file?  Yes  No
  - Were any certificates missing on current leases?  Yes  No

ENCLOSE A COPY OF THE LEASE AGREEMENT



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## ANSWER THE FOLLOWING FOR DEALER'S OPEN LOT AND/OR GARAGEKEEPERS COVERAGE ONLY:

### F. LOT SECURITY

1. What percentage of vehicles held for sale are stored in the building? \_\_\_\_\_%
2. Does the building have a central station alarm?  Yes  No
3. What percentage of vehicles are stored in an open lot? \_\_\_\_\_%
4. Is the lot fenced?  Yes  No If yes, what type of fence? \_\_\_\_\_
5. Does the dealership have a night watchman?  Yes  No
  - a. Is watchman armed?  Yes  No
  - b. Watchman is:  Dealership employee  Outside service  
If outside service, is a certificate available?  Yes  No
6. Does lot have a guard dog?  Yes  No
7. Is there any special police protection?  Yes  No Explain: \_\_\_\_\_

### G. VEHICLE SECURITY

1. How often is a vehicle inventory taken? \_\_\_\_\_ By whom: \_\_\_\_\_
2. Where are vehicle keys kept:
  - a. when open for business? \_\_\_\_\_
  - b. when closed for business? \_\_\_\_\_
3. Who has access to the keys? \_\_\_\_\_
4. Is a key inventory taken?  Yes  No If yes, how often? \_\_\_\_\_
5. Are the keys kept in a secured area (locked cabinet or room)?  Yes  No
6. Is there a flood evacuation plan?  Yes  No
7. Has the area applicant is located flooded in the past 10 years?  Yes  No
8. Does the dealer verify customers' checks before a vehicle is released in a sale?  Yes  No
9. Does the applicant provide loaner vehicles?  Yes  No If yes, answer the following:
  - a. Is a charge made?  Yes  No
  - b. Is a contract written?  Yes  No

### H. CONSIGNED AUTOS

1. Does dealer have any consigned vehicles?  Yes  No
2. If yes, how many annually? \_\_\_\_\_ **ATTACH CONSIGNMENT AGREEMENT**

### I. REPOSSESSIONS

1. Is the applicant in the business of repossessing autos?  Yes  No
2. If yes, **PLEASE NOTE COVERAGE IS EXCLUDED.**



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## GARAGE-DEALERS DRIVERS LIST COMPLETE FOR ALL EMPLOYEES

Insured: \_\_\_\_\_ Agent: \_\_\_\_\_  
Address: \_\_\_\_\_ Producer: \_\_\_\_\_  
City, St, Zip: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

DRIVERS NAME	DOB	DUTIES	DATE OF EMPLOYMENT	FULL TIME?	PART TIME?	FURNISHED AUTO?
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						
11.						
12.						

Please include

- drivers who are furnished vehicles and family members who operate furnished autos.
- all possible drivers who will fill in during peak periods or emergencies.
- all clerical employees even if their regular duties do not involve operating covered autos.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date