REQUIREMENTS TO BECOME A LICENSED DAILY RENTAL DEALER

1. Must have an established place of business (an enclosed structure or building) with adequate space to store vehicles (cannot be on sidewalk or in the streets).

2. Must have a business telephone listed in the business name and installed at the place of business which is listed on the application for license. **NO CELLULAR PHONES.** Must notify this Commission of any change of telephone number.

3. Must have a permanently affixed sign listing the trade name exactly as that for which a license is to be issued. The sign must be placed in front of the business and clearly visible from the street or roadway at a minimum of 16 square feet (4' x 4') and subject to all zoning laws. **MUST SUBMIT A PICTURE OF PERMANENT SIGN.**

4. Must comply with the local zoning laws. If located inside the city limits a city official must execute the zoning form; if located outside the city limits, the Police Jury must execute the zoning form.

5. Must secure $20,000.00 surety bond from a surety company licensed to do business in the State of Louisiana. The bond must be executed on our bond form. **ORIGINALS ONLY ACCEPTED.** Please do not write on the top part of bond form. Make sure owner has signed and surety company has notarized.

6. Must secure short term scheduled auto insurance and submit a copy of your certificate of insurance. Pull trailers are exempt.

7. Complete, sign and have notarized all applications. **APPLICATIONS MUST BE COMPLETED AND RETURNED TO THIS OFFICE BY THE DEALER. APPLICATIONS WILL NOT BE ACCEPTED FROM INSURANCE COMPANIES OR TITLE COMPANIES.** You must have at least one licensed salesman.

8. Educational Dealer Seminar Registration is **mandatory.**

9. You must submit a sample copy of your rental contracts.

10. Remit the appropriate fees:

Daily Rental Dealer	$200.00
Salesman	25.00
Criminal Check (if applicable)	35.00

11. Credit cards will not be accepted; cash, check, cashier's check or money order only.

12. Licenses are valid from date issued or January 1st whichever is later and will expire December 31st.

13. **PHYSICAL INSPECTION WILL BE CONDUCTED BEFORE LICENSE IS ISSUED.**

(6/07)