

**If I no longer have a manufacturer agreement to sell new vehicles, can I continue to sell used vehicles?** Yes. You will need to change your license classification from Class A (new vehicle) and Class B (used vehicle) to Class B only. *Review option 1 of [this document](#) for additional details.*

**What is necessary to move my used car inventory from my closed location to another location I own?** Properly transfer ownership and title to your other dealership.

**When am I required to terminate my vehicle dealer surety bond?** Your bond will cancel the same day your dealer license will be canceled.

**How do I check to see if the name change I would like to make is available?** You can [search the list](#) of corporate names already on file with the Department of Energy, Labor and Economic Growth. If you have questions, please contact MADA.

**What steps do I need to take to terminate one franchise, but continue selling other franchised new vehicles?** This will require a letter signed by the owner. In the letter, state you will no longer be selling new [franchise] vehicles and note the effective date. If changing your corporate name, you will also need to amend the Articles of Incorporation with the Department of Energy, Labor and Economic Growth and complete a change of name form with the Bureau of Regulatory Services. *Please review this [sample letter](#) and complete the change of name form and appropriate Articles of Incorporation forms, linked below.*

**What forms are necessary to add a franchise to my existing franchises?** You will need to provide the State of Michigan a copy of the new dealer agreement. If you will be changing your corporate name, you will also need to amend the Articles of Incorporation with the Department of Energy, Labor and Economic Growth and a complete a change of name form with the Bureau of Regulatory Services. *Please complete the change of name form and appropriate Articles of Incorporation forms, linked below.*

#### **State of Michigan forms**

**Articles of Incorporation** corporate forms:

- [Certificate of amendment BCS/CD-515](#)
- [Certificate of assumed name BCS/CD-541](#)

**Articles of Incorporation** LLC forms:

- [Certificate of amendment BCS/CD-715](#)
- [Certificate of assumed name BCS/CD-541](#)

**Change of Name** ([form](#))

**MADA can assist with all your needs relating to State of Michigan license requirements.  
Please contact Jean Quinn at (800) 292-1923 or e-mail [jquinn@michiganada.org](mailto:jquinn@michiganada.org).**

#### **State of Michigan phone numbers:**

Secretary of State, Bureau  
of Regulatory Services (BRS)  
(888) 767-6424 – *choose options*  
*6 - 1 - 0 - 3 when prompted*

Department of Energy, Labor  
and Economic Growth (DELEG)  
(517) 241-6470

Office of Financial and  
Insurance Regulation (OFIR)  
(877) 999-6442