

Option 2: Dealership closing

Dealers who may be required to close their new vehicle dealership and subsequently surrender their “A” dealer license should be aware of the following information. The State of Michigan requires that these steps be taken to properly close out the dealership.

Michigan Vehicle Dealer Closeout Statement. ([form](#))

This form must be completed and signed by the owner.

Original Vehicle Dealer License. Prepare a letter ([sample](#)) explaining you are closing your dealership. The original license must be surrendered.

Dealer Plates. All dealer plates must be surrendered. *If you have any lost dealer plates, please indicate this on the closeout statement.*

Original Repair Facility License. If you choose to cancel, prepare a letter ([sample](#)) to this effect and surrender the original repair facility license. If retaining the repair facility and changing the name, please contact Jean Quinn.

Original Installment Seller License. ([sample](#)) When surrendering this license, also provide a letter explaining you have closed the dealership. Note the effective date and have the letter signed by the owner. *If you cannot locate the original, please explain this in the letter.*

Uniform Vehicle Dealer Surety Bond. Notify your insurance company to cancel your vehicle dealer surety bond with State of Michigan (BRS). They will need the effective date of closure.

Items to provide to a Secretary of State branch office:

1. Letter of intent to close dealership
2. Letter of intent to cancel repair facility (*if closing the repair facility*)
3. Dealer Closeout Statement
4. Original Vehicle Dealer License
5. Dealer Plates
6. Original Repair Facility License (*if closing repair facility*)

Items to provide to the Office of Financial and Insurance Regulation (OFIR):

1. Original Installment Seller License
2. Letter stating dealership closure

Alternately, you can provide all this information to MADA and we will review it and personally deliver it to the appropriate state department.

**MADA Licensing Department
1500 Kendale Blvd.
East Lansing, MI 48823**

Fax: (517) 351-3120

If you have any questions about the information required, contact Jean Quinn at jquinn@michiganada.org or call (800) 292-1923.