

4501:1-3-04

Dealer required to maintain records.

(A) A motor vehicle dealer, a motor vehicle auction owner and a motor vehicle distributor shall maintain the following records, electronically or by paper, ~~of all the~~ motor vehicles purchased, leased and sold:

- (1) Name and address of the previous owner;
- (2) Serial number (vehicle identification number);
- (3) Title number, county and state;
- (4) Year and make of said vehicle;
- (5) A purchase agreement for each vehicle sold, which shall include a description of the vehicle, the name and address of the purchaser, the sales price, the odometer reading and may include the dealer's permit number;
- (6) Lease contracts and security agreements;
- (7) Odometer disclosure statement for each vehicle;
- (8) A record of temporary tags sold on each vehicle.

(B) Records must be held for a period of three years unless otherwise mandated by a federal regulation, ~~maintained and easily accessible for a period of three years by those holding a license granted under Chapter 4517. of the Revised Code and by any person who held a license and has since gone out of business.~~

(C) Records must be maintained and easily accessible by those holding a license granted under Chapter 4517. of the Revised Code and by any person who held a license and has since gone out of business.

~~(C)~~(D) The business records shall be open available for reasonable inspection by the registrar or his authorized agent within ten business days of the request.

Effective: 1/27/2018
Five Year Review (FYR) Dates: 11/6/2017 and 11/01/2022

CERTIFIED ELECTRONICALLY

Certification

01/17/2018

Date

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