

4501:1-3-04

Dealer and manufactured home broker required to maintain records.

- (A) A motor vehicle dealer, a motor vehicle auction owner, a manufactured home broker, and a motor vehicle distributor shall maintain the following records of all 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 or broker's permit number;
 - (6) Lease contracts;
 - (7) Odometer disclosure statement for each vehicle, except that a manufactured home broker is not required to generate or keep this record;
 - (8) A record of temporary tags sold on each vehicle except that a manufactured home broker is not required to generate or keep this record.
- (B) Records must be 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) The business records shall be open for reasonable inspection by the registrar or his authorized agent.

R.C. 119.032 review dates: 12/31/2002 and 12/31/2007

CERTIFIED ELECTRONICALLY

Certification

12/31/2002

Date

Promulgated Under: 119.03
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4517.32
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