

DEALERSHIPS PERFORM DOZENS OF  
**PROFESSIONAL SERVICES**  
**IN EXCHANGE**  
**FOR A DOC FEE**

# Valuable Professional Documentary Preparation and Processing Services Typically Performed by Dealerships

FOR ANY VEHICLE SALE OR LEASE	
Verify insurance coverage	✓
Issue a Resident or Non-Resident eTemp ( <i>temporary registration</i> )	✓
FOR SALES TRANSACTIONS	
Complete a Retail Order Form	✓
Provide consumers with the New/ Used Vehicle Lemon Law Notice	✓
Provide consumers with the FTC Used Car Buyer's Guide ( <i>used vehicle sales</i> )	✓
Complete the Odometer Disclosure document ( <i>dealer to buyer</i> )	✓
Provide consumers with the Privacy Notice	✓
Provide consumers with any required manufacturer's documents for applicable rebates	✓
Process a Power of Attorney form to obtain title and registration for customer	✓
Complete the Application or Certificate of Ownership ( <i>Form OS/SS014</i> )	✓
Complete the New Jersey Vehicle Registration Application ( <i>Form BA-49</i> )	✓
Execute multiple waivers ( <i>Service Contract, GAP, etc.</i> ) if a consumer doesn't want to purchase ancillary products	✓
Perfect assignment of Title/ MSO	✓
Provide Graduated Driver's License ( <i>GDL</i> ) brochure to all customers	✓
Deliver required documents to the NJMVC or Dealer Service Provider ( <i>DSP</i> ) to obtain title and registration for vehicle purchased or leased by NJ residents	✓
Deliver title ( <i>in "cash" transactions</i> ), registration and plates to customer	✓
IF TRADE VEHICLE IS INVOLVED	
Complete Odometer Statement ( <i>customer to dealer</i> )	✓
Execute Power of Attorney form to obtain title in dealership's name	✓
Obtain authorization from customer to pay off lien ( <i>if vehicle was financed</i> )	✓
Obtain authorization to use vehicle as a trade ( <i>if not owned by purchaser</i> )	✓
Complete application for replacement title ( <i>if title to trade vehicle is "lost"</i> )	✓
Deliver authorization for loan pay-off and payment of balance to lienholder	✓
Deliver required documents to NJMVC/DSP to obtain title in dealership's name	✓
ADDITIONAL SERVICES IF PURCHASED VEHICLE IS FINANCED	
Review credit application and transmit to lender(s) for approval	✓
Complete finance contract and transmit to lender(s) for approval	✓
Provide customer with Risk-Based Pricing or Credit Score Disclosure Notice	✓
Provide customer with Adverse Action Notice ( <i>if unable to secure financing</i> )	✓
Deliver finance agreement and encumbered title to lender, upon receipt	✓
ADDITIONAL SERVICES IF PURCHASED VEHICLE IS LEASED	
Complete and deliver lease agreement	✓
Deliver credit application to lease funding sources, as well as completed lease contract and title to ultimate funding source	✓
IF PURCHASE OR LEASE IS EXEMPT FROM NJ SALES TAX	
Obtain and review appropriate exemption certificate from customer	✓
IF CUSTOMER IS A NON-RESIDENT	
Deliver applicable motor vehicle documents to a "tag service" to obtain title and registration in customer's resident state	✓
Deliver title ( <i>in "cash" transactions</i> ), registration and plates to customer	✓