



ENFORCEMENT DIVISION
(512) 465-4204
(512) 465-5650 FAX

October 18, 2019

[DEALER NAME AND ADDRESS]

RE: [DEALER NAME]
WHEN RESPONDING PLEASE REFER TO FILE NO. [CASE NUMBER]

REQUEST FOR RECORDS UNDER TITLE 43 TEXAS ADMINISTRATIVE CODE § 215.144

Dear Licensee:

A request for you to produce the specified records listed below within 15 days of receipt of this request is hereby made under Title 43 Texas Administrative Code § 215.144 which provides that a dealer or wholesale auction must keep a complete record of all vehicle purchases and sales for a minimum of 48 months and upon request from the Texas Department of Motor Vehicles (DMV) produce copies of specified records by sending those records to the address listed in the request.

The following described records in their complete form, including those in audio and video format, related to your acquisition and sale of the below listed vehicle(s) are requested.

1. Documentation on how vehicle was brought into your Dealer Inventory - Auction Receipt, Purchase Record, Buyer's Order, and/or Bill of Sale
2. Copies of the Retail Installment Agreement(s),
3. Odometer Statement (if applicable),
4. Front and Back of Title or MCO to Motor Vehicle prior to transfer,
5. Buyer's Guide,
6. We-Owe (if applicable),
7. Buyer's Orders, Bills of Sale, Lease Agreements and any Conditional Sales Agreement / Bailment Agreements (associated to the sale of the vehicle),
8. A copy of the payment instrument or a receipt for cash received.
9. Financing documents, waivers, any other agreements between the seller and purchaser to include the Credit Application,
10. Form VTR-136 (County of Title Issuance),

11. Copy of Form VTR-130-U (Title Application),
12. Copy of Form VTR-500 (Title Application Receipt/White Slip),
13. Copy of proper Photo Identification (only required if title transferred in Texas),
14. Copy of required Written Disclosure for Rebuilt Salvage (if applicable),
15. A photocopy of the completed sales tax exemption form for out of state sales approved by the Texas Comptroller of Public Accounts (if applicable),
16. Copy of Consignment Agreement (if applicable),
17. Copy of Buyer's Tag Receipt - Dealer Copy,
18. All other documents in your possession related to the below listed vehicle(s).

List of Vehicles:

- [VEHICLE 1]
- [VEHICLE 2]

The specified records must be submitted within 15 days of your receipt of this request by facsimile, electronic mail, or by surface mail or delivery service as follows:

If submitting by facsimile, send to (903)237-2805, and mark your submission as follows:
Attention: [CASE NUMBER] / [INVESTIGATOR NAME].

If submitting by electronic mail, send to [INVESTIGATOR EMAIL] and mark your submission as follows: Attention: [CASE NUMBER] / [INVESTIGATOR NAME].

If submitting by surface mail or by delivery service, send to the following address:

Texas Department of Motor Vehicles
ENFORCEMENT DIVISION
Attn: [INVESTIGATOR NAME]
[ADDRESS]

If you are unable to produce any of the specified documents, submit a written statement explaining the reason you are not providing the specified document(s).

Please note that Title 43 Texas Administrative Code § 215.141 provides that the Board of the DMV may revoke or suspend a dealer's license or assess a civil penalty of up to \$1,000.00 against a person who fails to comply with a request by a representative of the DMV to examine the sales records required to be kept under § 215.144.

Please contact the undersigned at [PHONE NUMBER] if you have any questions about this request. Thank you for your prompt attention to this matter.

Sincerely,
[INVESTIGATOR NAME], Investigator
Enforcement Division

