



TEXAS OFFICE OF CONSUMER  
CREDIT COMMISSIONER

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Print Form

# Statement Regarding Previous Motor Vehicle Retail Installment Transactions

Entity Name or Name of Owner/Sole Proprietor

Operating Name (d/b/a)

**All questions must be answered**

|                                                                                                                                                                 | Yes                      | No                       |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|--------------------------|
| 1. Has the applicant made any retail installment contracts before submitting this application?                                                                  | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Has the applicant sold vehicles for multiple payments before submitting this application?                                                                    | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Has the applicant assigned, transferred, purchased, acquired, or received any retail installment contracts before submitting this application?               | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Has the applicant collected on any retail installment contracts or collected the price of a vehicle in multiple payments before submitting this application? | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Has the applicant placed any liens on titles before submitting this application?                                                                             | <input type="checkbox"/> | <input type="checkbox"/> |

**If you answered "yes" to any of the questions above, provide the following:**

- A. Submit a list of all retail installment contracts made, a list of all vehicles sold for multiple payments, and a list of all accounts collected during this time.  
  
Each list should include:  
  
the name of the buyer,  
contract date,  
vehicle cash price,  
amount of down payment,  
net trade-in amount,  
total amount financed,  
payment frequency (monthly, semi-monthly, bi-weekly, weekly), total number of payments, and  
payment amount(s).
- B. From the list you provide, submit copies of ten (10) complete files.  
  
A complete file includes, but is not limited to:  
  
the buyer's order,  
signed retail installment contract,  
payment history,  
certificate of title, title application  
receipt (white slip), and other  
documents related to the transaction.  
  
If there are fewer than ten (10)  
accounts, provide a complete copy of  
each file.
- C. The date when the first contract was made, assigned, transferred, purchased, acquired, or otherwise received:  
  
\_\_\_\_\_
- D. Number of contracts financed since the date provided in (C).  
  
\_\_\_\_\_

The undersigned affirms that all answers made in the Statement Regarding Previous Installment Transactions and in all supporting schedules and exhibits are true, correct, and complete. The Office of Consumer Credit Commissioner may conduct an on-site examination to review the information provided.

FALSE OR MATERIALLY INCOMPLETE ANSWERS ARE GROUNDS FOR DENIAL.

Signature

Title

Date

The Office of Consumer Credit Commissioner obtains information from this form and certain third-party sources. With few exceptions, you may review and correct the information we collect. To find out more about the information we collect or to make an open records request, contact our Public Information Officer at 512-936-7622 or public.information@occc.texas.gov.