



Motor Vehicle Sales Finance New Application Checklist

To gain familiarity with the rules and statutes, please review Chapter 348 of the Texas Finance Code and Chapter 84 of the Texas Administrative Code before submitting an application.

Keep copies of all documents uploaded in ALECS. Create an account and submit application in ALECS [here](#).

Required for ALL Applicants:

- 1. **Statement of Experience Form***
- 2. **Business Operations Plan Form***
- 3. **Loan Documents.** A sample of Retail Installment Contracts to be used in financing should be uploaded during the application process.
- 4. **Assumed Name Certificate, if applicant has a DBA.**
 - Sole Proprietors- Upload a copy of certificate filed with the County Clerk
 - All other Entity Types- Upload a copy of certificate filed with the Texas Secretary of State

Each principal party must provide:

- 5. **Personal Employment History****
- 6. **Personal Questionnaire****
- 7. **Personal Affidavit****
- 8. **Electronic Fingerprints.** After the application fee is paid, principal parties should schedule appointments. Instructions are available [here](#).

* ALECS menu has link to forms.

** If not provided in ALECS, menu has link to forms.

Additional Requirements: LLCs (Limited Liability Companies)

- Certificate of Authority to Operate in Texas (Foreign Companies Only)
- Articles of Organization
- Certificate of Good Standing with Texas Comptroller of Public Accounts ([Franchise Tax Account Status](#))
- If parent corporation is sole or part owner, a narrative describing each level of ownership and management up to natural person (not another entity).

Additional Requirements: Partnerships

- Partnership Agreement, signed and dated by all partners
- Foreign Limited Partnerships Only- Certificate of Authority to Operate in Texas
- Limited Partnerships Only-Articles of Partnership as filed with Texas Secretary of State
- If parent corporation is sole or part owner, a narrative describing each level of ownership and management up to natural person (not another entity)
- Certificate of Good Standing with Texas Comptroller of Public Accounts ([Franchise Tax Account Status](#))



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Additional Requirements: Corporations

- Certificate of Good Standing with Texas Comptroller of Public Accounts ([Franchise Tax Account Status](#))
- Articles of Incorporation
- Most Recent Quarterly & Annual Reports (Publicly-Held Corporations Only)
- Certificate of Authority to Operate in Texas (Foreign Corporations Only)
- If parent corporation is sole or part owner, a narrative describing each level of ownership and management, up to natural person (not another entity).

Additional Requirements: Trusts

- Copy of the instrument that created the Trust and Trust Agreement
- If parent corporation is sole or part owner, a narrative describing each level of ownership and management up to natural person (not another entity).

Additional Requirements: Estates

- Copy of the instrument that established the estate
- If parent corporation is sole or part owner, a narrative describing each level of ownership and management up to natural person (not another entity).

Additional Requirements: Foreign Entities

- If parent corporation is sole or part owner, a narrative describing each level of ownership and management up to natural person (not another entity).