



# 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](#).

## 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](#) )

\* ALECS menu has link to forms.

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



# Motor Vehicle Sales Finance New Application Checklist

## 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).