

**NEW DEALER MEMBER APPLICATION CHECKLIST**

|  |  |
| --- | --- |
| **Member Name:** |  |
| **Member Number:** |  |
| **Received Date:** | Click here to enter a date. |

|  |  |  |
| --- | --- | --- |
| **Check** | **DESCRIPTION** | **COMMENTS** |
| **[ ]**  | Membership Application Complete |       |
| **[ ]**  | Initial Audit Fee Paid (see chart below) |       |
| **[ ]**  | One Years Dues Paid ($1,675.00) |       |
| **[ ]**  | Insurance Certificate (NMEDA listed as holder) |       |
| [ ]  | NHTSA Letter / does not apply for Canadian apps |       |
| **[ ]**  | Dealer Participation Agreement (signed) |       |
| **[ ]**  | Manufacturer Training/Welding Certs or Letters |       |
| **[ ]**  | QC Manual Received |       |

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| --- | --- |
| Accreditation Type |  |
| 1 | 2 | 3 | 4 |  |
| Mobility Equipment Installer | Structural Vehicle Modifier | High-Tech Driving System Installer | Off-Site Installer | Audit Fee($ USD) |
| X |   |   |   | $1,300.00 |
| X | X |   |   | $1,625.00 |
| X |   | X |   | $1,625.00 |
| X |   |   | X | $1,625.00 |
| X | X | X |   | $1,950.00 |
| X | X |   | X | $1,950.00 |
| X |  X | X | X | $1,950.00 |
| X | X | X | X | $1,950.00 |

**CORRESPONDENCE LOG:**

|  |  |  |
| --- | --- | --- |
| DATE | DESCRIPTION | SENT TO: |
| Click here to enter a date. |       |       |
| Click here to enter a date. |       |       |
| Click here to enter a date. |       |       |
| Click here to enter a date. |       |       |