

**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 |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 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. |  |  |