



**NON FRANCHISED DEALERS/  
TRAILER SALES QUESTIONNAIRE**

*THIS SUPPLEMENTAL QUESTIONNAIRE MUST BE ACCOMPANIED BY A  
COMPLETED ACORD GARAGE APPLICATION*

DATE \_\_\_\_\_

INSURED \_\_\_\_\_ AGENCY \_\_\_\_\_

Does applicant operate any other type of business on the premises?

Yes  No      If "yes" give details: \_\_\_\_\_

**TEST DRIVING**

Does applicant check for valid drivers license prior to test drive?      Yes       No

Does Salesperson accompany customer on test drives?      Yes       No

Is there a designated route for test drives?      Yes       No

**LEASING OPERATIONS**

Does applicant have a lease department?      Yes       No   
If Yes:

Type of lease: Long Term  Short Term

Does applicant verify customer's insurance?      Yes       No   
If Yes:

How is insurance verified? \_\_\_\_\_

Does applicant keep evidence of insurance on file?      Yes       No

How many leases does the applicant have each year? \_\_\_\_\_



**NON FRANCHISED DEALERS/TRAILER SALES  
QUESTIONNAIRE (CONT.)**

*COMPLETE THIS SECTION IF DEALERS OPEN LOT OR GARAGEKEEPERS  
LIABILITY IS REQUESTED*

Is a night watchman on duty? Yes  No   
If yes, is it:

Outside Service  Dealers Employee

Is the night watchman armed? Yes  No

Where are keys kept during business hours? \_\_\_\_\_

Are keys kept in a locked cabinet or room at night? Yes  No   
Who has access to keys? \_\_\_\_\_

Is a key inventory taken? Yes  No   
How often? \_\_\_\_\_

Where are cars stored? Open Lot  Inside Bldg

If stored in Open Lot: \_\_\_\_\_

Is lot enclosed? Yes  No   
If yes, type of enclosure \_\_\_\_\_

Is lot lighted? Yes  No

Attendant on duty 24 hours? Yes  No

Are cars locked after hours? Yes  No

Any guard animals on premises? Yes  No   
If yes, describe \_\_\_\_\_

If stored in Building:

Building Construction \_\_\_\_\_ Age \_\_\_\_\_

Are ignition keys left in cars? Yes  No   
If not, where are they stored? \_\_\_\_\_