## CHECKLIST FOR CRITICAL DOCUMENTS

<b>Entity Organizational Documents</b>	<b>Critical Operating Documents</b>
☐ Articles of Incorporation/Organization	☐ Business License
☐ S-Election (for corporation)	☐ Dealer License
☐ Bylaws/Operating Agreement	☐ Salespeople Licenses (if licensed by state)
☐ Annual and special Minutes of the	☐ Specialty License required by state or local
Directors/Managers	law
☐ Annual and special Minutes of the	■ Repair License
shareholders/members	<ul><li>Body Shop License</li></ul>
☐ Annual report (if required by state)	<ul><li>License for Finance and Lease Operations</li></ul>
completed and signed	☐ Proof of filing of Trade Name(s)
☐ Name and address of registered agent is	☐ Documentation for floorplan/operating
included in corporate records.	loans/lines of credit
☐ Stock ownership/member certificate register	☐ Credit Card merchant agreements
is complete and up to date.	
	Digital Compliance
<b>Franchise Documents</b>	☐ DMS Agreement and related service
☐ Dealer Sales and Service Agreement	contracts and licenses for DMS software
<ul> <li>Agreement with dealership specifics</li> </ul>	☐ Digital equipment warranties
<ul><li>Standard Terms</li></ul>	☐ Agreements and Licenses for all websites,
<ul><li>Premises Addendum</li></ul>	URLs, apps, and other Dealership digital
<ul><li>PMA Addendum and updates</li></ul>	presence
<ul><li>Capitalization Addendum</li></ul>	☐ Proof of ownership/license for each program
■ Product Addendum	loaded on a dealership computer
<ul> <li>Other Schedules and Amendments</li> </ul>	
☐ Communications from the Franchisor	Relationships Supporting Sales
evaluating dealer performance and noting	☐ Indirect Finance and Lease Agreements
dealer criticisms/honors	☐ Agreements for supply and administration
☐ Policy letters and program	of Voluntary Protection Products
announcements, particularly incentive	Dansannal Matarials
programs	Personnel Materials
	☐ Handbook and separate policies
Occupancy Documents	☐ Employee benefit administration
☐ Lease (for rented property)	agreements
☐ Mortgage documents (for owned property)	☐ Employee benefit plans
☐ Zoning and related authorizations	Infrastructure Documents
☐ Certificate of Occupancy	
☐ Real Estate tax records	<ul><li>☐ Equipment Leases</li><li>☐ Equipment Purchase Documents</li></ul>
La company and Da company and a till an	☐ Equipment Furchase Documents ☐ Equipment Service Contracts and Warranties
Insurance Documentation	Equipment Service Contracts and warranties
☐ General Auto Dealer's Garage Policy	Other Supplier Agreements
☐ Umbrella Policy	☐ Cleaning contracts, uniform contracts,
☐ Workers Compensation Policy	environmental waste removal, etc.
☐ Specialty Coverages.	☐ Advertising agreements
	☐ Other agreements requiring regular
	payments