Texas Department of Motor Vehicles
Form LF522 (Rev. 10/12)

Motor Vehicle Division
PO Box 13044
Austin, TX 78711-3044
512/465-3000 ◆ TOLL-FREE 888/368-4689

APPLICATION TO AMEND MOTOR VEHICLE LEASE FACILITATOR LICENSE

LICENSE NO: _____

1. **INFORMATION AS IT CURRENTLY APPEARS ON YOUR LICENSE:**
   - A. **BUSINESS NAME:** _____
   - B. **ASSUMED NAME/DBA:** _____
   - C. **PHYSICAL ADDRESS:** _____
     CITY: _____ **ZIP:** _____ **COUNTY:** _____
   - D. **MAILING ADDRESS:** _____
     CITY: _____ **STATE:** _____ **ZIP:** _____
2. **TELEPHONE NUMBER:** _____ **FAX:** _____
3. **EMAIL ADDRESS:** _____
4. **CONTACT NAME AND TELEPHONE NUMBER:** _____
5. **NEW INFORMATION (CHECK ALL THAT APPLY):**
   - ☐ A. **NEW BUSINESS NAME OR ASSUMED NAME/DBA:** (If more than 1 license, complete form LF604)
     _____
   - ☐ B. **NEW PHYSICAL ADDRESS (NOTE: IF NEW LOCATION IS IN A DIFFERENT CITY THAN THE CURRENT LICENSE, YOU MUST SUBMIT A NEW APPLICATION):**
     _____
   - ☐ C. **OWNERSHIP OR MANAGEMENT CHANGE** (If more than 1 license, complete form LF604)
   - ☐ D. **CONVERSION FROM ONE ENTITY TO ANOTHER** (If more than 1 license, complete form LF604)
   - ☐ E. **ADDING OR DELETING LESSORS**
   - ☐ F. **OTHER (SPECIFY ON SEPARATE SHEET.)**
6. **ATTACH ALL REQUIRED DOCUMENTATION FOR THE CHANGE YOU ARE MAKING (DETAILED REQUIREMENTS ARE ON THE BACK OF THIS SHEET).**
7. **AMENDMENT FEE IS $25.00, PAYABLE TO TEXAS DEPARTMENT OF MOTOR VEHICLES. INCLUDE YOUR NAME OR DBA ON THE CHECK /MONEY ORDER. COMPLETE THE CREDIT CARD PAYMENT FORM (2293) IF PAYING BY CREDIT CARD. ALSO, WHEN PAYING BY CREDIT CARD, AN ADDITIONAL FEE OF $1.00 WILL BE ADDED. (NOTE, FEES ARE NON-REFUNDABLE.)**
8. **MAIL THIS FORM AND ALL ATTACHMENTS TO:**

PAYING BY CHECK/MONEY ORDER:
MOTOR VEHICLE DIVISION
PO BOX 13044
AUSTIN TX 78711-3044

PAYING BY CREDIT CARD:
MOTOR VEHICLE DIVISION
PO BOX 2293
AUSTIN TX 78768-2293

REMEMBER: MISSING, INCOMPLETE, OR INACCURATE INFORMATION WILL DELAY PROCESSING OF YOUR AMENDMENT.

(NOTE, FEES ARE NON-REFUNDABLE) **$25.00 RA**

REQUIRED ATTACHMENTS

BUSINESS NAME/DBA: _____

BUSINESS NAME OR ASSUMED NAME/DBA CHANGE:

- ☐ If this change affects more than one license, you are required to complete Form LF604.
- ☐ Assumed name certificate (from the Secretary of State for corporations, LPs, LLPs & LLCs, from the county for sole proprietors and general partnerships).
- ☐ Amended corporate papers from the Secretary of State if your corporate name has changed.
- ☐ A picture of your new business signage (permanently mounted, outdoor signs must have letters at least 6 inches high). Only if DBA changes, or business name if no DBA.

NEW PHYSICAL ADDRESS IN SAME CITY:

- ☐ A lease or deed valid for at least the remaining term of your license showing the landlord, tenant, and new physical address. Sublessors must provide proof of consent from the landlord for the subleasing and landlords original lease. **If your documents describe the property by lot/block number, attach a statement certifying that the property description and the physical address are the same.**
- ☐ Pictures of the following:
  - ☐ Overall appearance of the building from across the street;
  - ☐ Office with the desk, phone, and two chairs;
  - ☐ Sign with business name (permanently mounted, outdoor signs must have letters at least 6 inches high);
  - ☐ Office hours (posted at the main entrance and must show operating days and hours).

OWNERSHIP OR MANAGEMENT CHANGE:

- ☐ If this change affects more than one license, you are required to complete Form LF604.
- ☐ Complete the attached ownership and management information form (form LF601). The form must be signed by an individual authorized to act for the licensee and notarized.

CONVERSION FROM ONE ENTITY TO ANOTHER:

- ☐ If this change affects more than one license, you are required to complete Form LF604.
- ☐ Attach a copy of the certificate of conversion issued by the Secretary of State.
- ☐ New certificate for the entity (corporation, LP, LLP, or LLC).
- ☐ Documentation issued by the appropriate Secretary of State stating that the entity change was a result of a conversion.
- ☐ Complete the attached ownership and management information form (form LF601). The form must be signed by an individual authorized to act for the licensee and notarized.

ADDING OR DELETING LESSORS:

- ☐ A list of new Lessor(s), including name and address, with whom applicant conducts or intends to conduct business.
- ☐ Disclosure of fees paid to applicant by new lessor(s).
- ☐ Copy of each signed agreement between applicant and new lessor(s), disclosing its terms.
- ☐ Name of Lease Facilitator(s) with whom applicant no longer conducts business.

The applicant or an authorized agent hereby certifies under penalty of perjury that statements made above and on attachments hereto and documents submitted herewith are true and correct, and that all documents attached hereto or submitted herewith are complete and submitted in their entirety and are accurately represented. Applicant swears they are not at this time delinquent in any court-ordered obligation to pay child support.

Date: _____

_____
Signature – Applicant or Authorized Officer

_____
Title

STATE OF _____

COUNTY OF _____

Subscribed and sworn before me this _____ day of _____, 20 ____.

_____
Notary Public

Privacy Statement

The Texas Department of Motor Vehicles maintains the information collected through this form. With few exceptions, you are entitled upon request to be informed about the information that we collect about you. You may also review and correct the information collected. To make an open records request, contact 1-888-368-4689 or MVD_Openrecords@TxDMV.gov.

Who can I call for help?