



State of Rhode Island and Providence Plantations
Rhode Island Division of Motor Vehicles
Rhode Island Dealer's License and Regulations Office
600 New London Avenue, Cranston, RI
Tel. # 401-462-5731 / Fax # 401-462-5789

2021

LEASE/RENTAL LICENSE RENEWAL INSTRUCTIONS

Please be advised your license to Lease/Rent vehicles needs to be renewed by December 31, 2020

Due to a recent amendment to Rhode Island General Laws § 31-5-34, "Duration of License" the RI Lease License will be valid for three (3) years, and this renewal will be valid between January 1, 2021 through December 31st, 2023.

These requirements are as follows:

- A complete Application for Update of RI Lease/Rental License (enclosed)
- Certificate of Good Standing issued by the Secretary of State (if you are a corporation). You may contact the Secretary of State by calling (401) 222-3040 or accessing their website www.sos.ri.gov. If you are a chartered bank, you may provide a copy of your federal charter dated 2020 or later.
- An updated Permit to Make Sales at Retail from the RI Division of Taxation that expires no earlier than **June 30, 2021** for your principal location. **It is important to note you do need a separate retail sales tax permit for each physical location where you conduct business within the state of Rhode Island.** Contact the Division of Taxation by calling (401) 574-8938 for any additional information.
- A company check in the amount of **\$102.50** payable to the "RI Dealers' License and Regulations Office".

You must submit the required documentation either by mail or in-person to the RI Dealers' License and Regulations Office, 600 New London Avenue, Cranston, RI 02920 no later than Monday, **December 7, 2020**. This will allow this office sufficient time to process the required documentation prior to December 31, 2020.

FAILURE TO SUBMIT A COMPLETED APPLICATION BY DECEMBER 31, 2020 WILL RESULT IN SUSPENSION OF YOUR REGISTRATION AND REGISTRATION RENEWAL PRIVILEGES UNTIL A COMPLETE APPLICATION IS FILED AND THE REINSTATEMENT FEE OF \$252.50 IS PAID. UNTIL THEN YOU WILL BE UNABLE TO REGISTER OR RENEW VEHICLES IN THE STATE OF RI.

Due to the large volume, individuals dropping off their documents in-person will not be allowed to wait for the forms to be reviewed. Please ensure that all the documents are completed in their entirety, and are signed by the appropriate corporate officer, sole owner or partner. When completing the required forms, please do not cross out or use correction fluid to correct errors. **All signatures must be properly notarized prior to submission.**

Failure to submit a complete application by Monday, JANUARY 13, 2021 will result in you being required to appear before the RI Motor Vehicle Dealers' License and Hearing Board where additional penalties may be assessed.

Please note that incomplete or illegible forms cannot be processed, and that the intentional submission of any false or fraudulent information will lead to the appropriate sanctions up to and including the potential suspension or revocation of your RI Lease/Rental License and possible criminal prosecution.

IMPORTANT NOTICE

In response to several instances in which this office encountered difficulty in reaching a company representative, all businesses are now required to designate a “primary contact” for the company. This individual should be available during normal business hours and have the ability to receive and facilitate any requests for information or assistance made by this office.

For those businesses with a physical presence within the State of Rhode Island, we would request, but not insist that the primary contact be located within the State. Contact information should include the name of the individual, position within the company, mailing address, along with a primary telephone number, fax number and email address. The appropriate form has been included for your convenience.

RULES AND REGULATIONS

Rules and Regulations regarding Motor Vehicle Leasing Licenses pursuant to Rhode Island General Laws Chapter § 31-5-33 can be obtained at the RI Secretary of State’s website: www.sos.ri.gov.



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OFFICIAL USE ONLY:	
LICENSE #	_____
Recv'd:	_____
Issued	_____
Check#	_____

RI LEASE/RENTAL LICENSE RENEWAL APPLICATION

2021

LICENSE YEAR

JANUARY 1, 2021 THRU DECEMBER 31, 2021

RENEWAL FEE \$102.50

Corporate Name: _____

D\B\A: _____

Business Address: _____

Mailing Address: _____
 (Lease License Renewals)

Mailing Address: _____
 (Titles, Vehicle Registrations, etc.)

Telephone: _____ Fax Number: _____

Email Address: _____ Federal Tax Number: _____

Names and addresses of all corporate officers, owners or partners

Name	Title	Residential Address
_____	_____	_____
_____	_____	_____
_____	_____	_____

Hereby make application for renewal of leasing license, _____ in the State of Rhode Island, in compliance with Section §31-5-33 of the General Laws of Rhode Island.

1. List address of each additional location where business is conducted and include a tax permit for each RI location.

LIC#	Street Address	City	State	Zip Code
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____
4.	_____	_____	_____	_____
5.	_____	_____	_____	_____

Additional Locations Continued: Main License# _____

LIC#	Street Address	City	State	Zip Code
6.	_____	_____	_____	_____
7.	_____	_____	_____	_____
8.	_____	_____	_____	_____
9.	_____	_____	_____	_____
10.	_____	_____	_____	_____
11.	_____	_____	_____	_____
12.	_____	_____	_____	_____
13.	_____	_____	_____	_____
14.	_____	_____	_____	_____
15.	_____	_____	_____	_____
16.	_____	_____	_____	_____
17.	_____	_____	_____	_____
18.	_____	_____	_____	_____
19.	_____	_____	_____	_____
20.	_____	_____	_____	_____
21.	_____	_____	_____	_____
22.	_____	_____	_____	_____
23.	_____	_____	_____	_____
24.	_____	_____	_____	_____
25.	_____	_____	_____	_____
26.	_____	_____	_____	_____
27.	_____	_____	_____	_____
28.	_____	_____	_____	_____
29.	_____	_____	_____	_____
30.	_____	_____	_____	_____



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2. Have you been found guilty of a felony or fraudulent act since your last leasing license was issued? Yes _____ No _____

If yes, give particulars: _____

I do solemnly swear that the statements contained in the foregoing application are true and correct and that no changes have occurred since the initial application was filed and that I, as proprietor, as a member of the partnership, or as an officer of the corporation, have authority to sign this application and to make the statements contained herein. False statements are punishable by fine, imprisonment or both.

 Company Name

By: _____
 Owner, partner or Office of Corporation

Print Name: _____

Subscribed and sworn to before me in _____

On the _____ day of _____, 20__.

(SEAL)

 Print name of Notary Public

 Signature of Notary Public

 Address of Notary Public

My Commission expires _____, 20__



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PRIMARY CONTACT INFORMATION

Lease License Number: _____

Corporation Name: _____

d/b/a Name: _____

Name of Contact: _____

Position of Contact: _____

Address of Contact: _____

Mailing Address: _____

Phone Number: _____ Cell Number: _____

Fax Number: _____

E-mail address: _____