



7900 MELTON RD, GARY, IN 46403 • Phone: 219-865-2361 • Fax: 219-322-1761

To: ALL NEW DEALER REGISTRANTS

From: CHICAGOLAND MANAGEMENT

ALL VEHICLE PURCHASES WILL BE PAID FOR WITHIN 7 DAYS OF PURCHASE. CHECKS

FOR TITLE ATTACHED VEHICLES WILL BE HELD UNTIL THE TITLE IS TURNED INTO

THE AUCTION. ALL **WHOLESALE DEALERS** ARE **CASH ONLY** AND CAN ONLY ADD TWO REPRESENTATIVES TO THE AUCTION.

THESE ARE OUR POLICIES UNLESS OTHER ARRANGEMENTS ARE MADE WITH MANAGEMENT.

INSTRUCTIONS FOR REGISTRATION

Owner on Dealer License must sign all Documents.

1. Business Documents needed in Auction Access to register at Chicagoland Independent Auction:

- A. **AUCTION ACCESS APPLICATION** (REQUIRED)
- B. **DEALER LICENSE** (REQUIRED)
- C. **STATE SALES TAX CERTIFICATE** (IF REQUIRED BY THE STATE OF LICENSE)
- D. **DEALER BOND CERTIFICATE** (REQUIRED)
- E. **DEALER LIABILITY INSURANCE CERTIFICATE** (REQUIRED)
- F. **IRS W-9 FORM** (REQUIRED)
- G. **EMPLOYER FEDERAL IDENTIFICATION NUMBER** (REQUIRED)

2. Individual Documents needed in Auction Access to register at Chicagoland Independent Auction:

- A. **DEALER AUTHORIZATION FORM** (REQUIRED)
- B. **INDIVIDUAL AUTHORIZATION FORM** (REQUIRED)
- C. **VALID DRIVERS LICENSE, STATE I.D., OR PASSPORT** (REQUIRED)
- D. **PICTURE IN AUCTION ACCESS** (REQUIRED)

****IF BUSINESS IN NOT IN AUCTION ACCESS****

You can download the documents needed for Auction Access and Chicagoland Independent Auction

www.chicagolandaa.com www.auctionaccess.com

****OWNER** will sign the Dealer Authorization Form for **EACH AGENT** on the account******

**** EACH AGENT** will sign the **INDIVIDUAL AUTHORIZATION FORM****

Thank you for taking your valuable time to register with Chicagoland Independent Auction & Auction Access.

If you have any questions or concerns, please give us a call.