



Connecticut General Assembly
Legislative Program Review Committee
State Capitol Room 506
Hartford, CT 06106

September 22, 2015

RE: Dealer Conveyance Fee Survey Required to Be Returned by November 1, 2015

Dear Connecticut New or Used Car Dealer License Holder:

In June 2015, the Connecticut General Assembly passed Section 428 of Public Act 15-5. This law requires you and all other licensed new and used car dealers to give the Legislative Program Review Committee (PRI) --- **on a one-time basis by November 1, 2015** --- certain information about the dealer conveyance or processing fees you charged between October 1, 2014 through September 30, 2015.

Survey Form and Return. The attached survey was developed to assist you in submitting the required information to the legislature. A blank survey is being mailed to each dealer license number. For your convenience, there are four options to complete and return the survey:

- Fill out the enclosed paper survey and return it: by regular mail (using the enclosed pre-paid envelope); by scanned e-mail attachment (PRI@cga.ct.gov); or by fax (860-240-0327); or
- Fill out the survey electronically by typing this web address into your computer browser and following the directions:
<https://www.surveymonkey.com/r/DealerConveyanceFee>

Survey Contents. You will see the survey has three parts, based on the requirements of the public act:

- **Part 1** asks for your dealer license number, the legal business name for the license and address, and any DBAs operating under the license number.
- **Part 2** asks for the average dealer conveyance fee you charged for each of the 12 months between October 1, 2014 through September 30, 2015.
- **Part 3** asks about how you calculated your dealer conveyance fee.

If you have any questions about the survey, please feel free to contact the Legislative Program Review Committee staff office at 860-240-0300.

Thank you in advance for your efforts to provide the Connecticut General Assembly with this information.

**Reminder: Survey Information Required to Be Submitted By
November 1, 2015 per P.A. 15-5**

1. What is your dealer license number?

2. What is the business name (legal) for this license?

3. What is the address for this dealer license number?

Street Number and Name

Town or City

Zip Code

4. Do you sell: Both new and used cars
 Used cars only
 Other motor vehicles (for example, motorcycles, RVs)
 I do not sell motor vehicles ⇒ **PLEASE GO TO THE LAST PAGE**

5. Have you continuously been in business during the period from October 1, 2014, to September 30, 2015?

- Yes No **If "NO" PLEASE GO TO THE LAST PAGE**

6. What is the name of your dealership (for example, the DBA name)?

Dealership Name

7. For each month, please write in the **average** Dealer Conveyance Fee paid by your customers purchasing vehicles at your dealership.

Month	Average Dealer Conveyance Fee
October 2014	\$
November 2014	\$
December 2014	\$
January 2015	\$
February 2015	\$
March 2015	\$
April 2015	\$
May 2015	\$
June 2015	\$
July 2015	\$
August 2015	\$
September 2015	\$

8. If there is variability in the Dealer Conveyance Fee FROM MONTH TO MONTH, what are the reasons for the differences in Dealer Conveyance Fee charges? _____

9. On September 1, 2015, what was the **posted** Dealer Conveyance Fee? \$_____

10. On September 1, 2015, what was the amount you would deduct from your usual Dealer Conveyance Fee if a buyer chose to submit the documentation required for registration and transfer of ownership to DMV? \$_____

11. For each factor listed below, please circle "YES" if it was included in the calculation of the Dealer Conveyance Fee you charged on September 1, 2015:

FACTOR:	
Personnel costs to prepare and submit a vehicle registration to DMV (for example, salaries)	YES
Cost of office equipment needed to prepare and submit a vehicle registration to DMV (for example, computers and printers)	YES
Personnel costs to prepare and submit title documents to DMV (for example, salaries)	YES
Cost of office equipment needed to prepare and submit title documents to DMV (for example, computers and printers)	YES
Personnel costs to prepare and submit finance and lease documents (for example, salaries)	YES
Cost of office equipment needed to prepare and submit finance and lease documents (for example, computers and printers)	YES
Personnel costs to file and release security liens on purchased and traded vehicles (for example, salaries)	YES
Cost of office equipment needed to file and release security liens on purchased and traded vehicles (for example, computers and printers)	YES
Personnel costs to store and retrieve information for audits and government inspections (for example, salaries)	YES
Cost of office equipment needed to store and retrieve information for audits and government inspections (for example, computers and printers)	YES
Costs related to emissions testing for used vehicles	YES
Operating expenses to maintain dealership showroom	YES
Detailing and other dealer preparations to get vehicle ready for buyer (for example, gas for vehicle)	YES
Training for sales associates in Dealer Conveyance Fee	YES
The type of vehicle (make and/or model)	YES
The price of the vehicle	YES
Profit	YES
The Dealer Conveyance Fee charged by my competitors	YES

Other factors? Please specify: _____

12. Based on these factors, how did you calculate the actual Dealer Conveyance Fee charged on September 1, 2015?

Comments? _____

Thank you very much for completing this survey.

**You may return your completed survey by November 1, 2015 to the
Legislative Program Review Committee by either:**

- **Regular Mail: Using the enclosed pre-addressed, postage-paid envelope**
- **FAX: 860-240-0327**
- **E-Mail: PRI@cga.ct.gov As an email attachment (after scanning)**

Legislative Program Review Committee

**State Capitol Room 506
Hartford, CT 06106-9903
Phone: 860-240-0300
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