

# Auction Registration Tips

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Before buying or selling at the dealer auction, you need to register at each dealer auction you attend. In other words, you have to separately register at each auction you go to - even if the auction is owned by the same company.

Certain national auctions however, allow you to register once at your local auction and you will have access to their auctions nationwide without separately registering. For example, “Manheim” follows this procedure.

Registration is simple. First things first - call the auction ahead of time and ask for “new dealer registration” to find out exactly what paperwork to bring. Don’t just ask for “registration” because they may confuse it with a different department that wholesalers use to register the cars for sale at the auction.

Valuable tip: Find out what days are NOT the auction days and register on that day. It will be much less crowded and parking will not be a problem. In fact, on auction days, you may not even be allowed in the parking lot even if you tell them you are there to register.

When you go to the auction to register, they will give you a “packet” with several forms to fill out. The forms are numerous. Expect to spend 15 to 30 minutes filling out the paperwork at the auction.

If time is not of the essence, ask them to mail you a packet, so that you can fill out the paperwork at home at your own comfort and leisure.

When you finish, simply give the completed paperwork to the dealer registration employee. If everything looks good, they will typically take your picture on the spot and print up a card for you. It's *that* simple!

### Required Paperwork for Registration:

So what is the required paperwork? Remember - you should call ahead to see exactly what you need, but here are the basic requirements:

1. Dealer license or wholesale license (*a copy is O.K.*)
2. Bond (*a copy is O.K.*)
3. Resale/ tax permit (*a copy is O.K.*)
4. Driver license
5. Voided business account check
6. Salesman licenses of employees you will allow to use your dealer license (*copy is O.K.*)

**Fees:** There is usually a small fee to register, but this varies from auction to auction. For example, some auctions charge a \$20 fee, and others charge no fee at all.