



## NEW DEALER MEMBER APPLICATION CHECKLIST

**Member Name:**  
**Member Number:**  
**Received Date:** [Click here to enter a date.](#)

Check	DESCRIPTION	COMMENTS
<input type="checkbox"/>	Membership Application Complete	
<input type="checkbox"/>	Initial Audit Fee Paid (see chart below)	
<input type="checkbox"/>	One Years Dues Paid (\$1,675.00)	
<input type="checkbox"/>	Insurance Certificate (NMEDA listed as holder)	
<input type="checkbox"/>	NHTSA Letter / does not apply for Canadian apps	
<input type="checkbox"/>	Dealer Participation Agreement (signed)	
<input type="checkbox"/>	Manufacturer Training/Welding Certs or Letters	
<input type="checkbox"/>	QC Manual Received	

Accreditation Type				
1	2	3	4	
Mobility Equipment Installer	Structural Vehicle Modifier	High-Tech Driving System Installer	Off-Site Installer	Audit Fee (\$ USD)
X				\$1,300.00
X	X			\$1,625.00
X		X		\$1,625.00
X			X	\$1,625.00
X	X	X		\$1,950.00
X	X		X	\$1,950.00
X	X	X	X	\$1,950.00
X	X	X	X	\$1,950.00

**CORRESPONDENCE LOG:**

DATE	DESCRIPTION	SENT TO:
<a href="#">Click here to enter a date.</a>		
<a href="#">Click here to enter a date.</a>		
<a href="#">Click here to enter a date.</a>		
<a href="#">Click here to enter a date.</a>		