



***Greater Shreveport-Bossier Auto Auction***

*8000 Hwy 80 W Shreveport, LA. 71119*

*P.O. Box 29590 Shreveport, LA. 71149*

*Phone 318-221 3362 Fax 318 221 3372*

*gsbautoauction.com*

**Greater Shreveport Bossier Auto Auction would like to welcome you to our auction. We look forward to doing business with you. Please find enclosed registration forms that will expedite your registration process. The information required will allow us to set up your account. Please print legibly, filling in each blank and fax your completed registration at your earliest convenience.**

**Please note: The registration process must be complete prior to the purchase of any vehicles.**

**We appreciate the opportunity to do business with your dealership. If you have any questions, please call our office at the number listed above. Our office hours are Monday – Thursday, 8am – 5 pm, Friday 8am – 12pm. Auctions will be held on Wednesday afternoons at 1:00pm.**

**Sincerely,**

**Kayla, Anita, Brenda, and Amber  
Greater Shreveport Bossier Auto Auction  
Dealer Relations & Registration**

***Earning Your Business “One Sale At A Time”***

*gsbautoauction.com*

# *Greater Shreveport Bossier Auto Auction*

## **Dealer Registration Checklist**

- **Dealership Information** (page 3 on right)
  
- **Dealer's License and Bond** (page 2 & 3 on left)
  
- **Authorized Buyers** (page 4 on right)
  
- **Driver's Licenses for Owner and Authorized Buyers** (page 1 under checklist on left)
  
- **Bank Information** (page 5 on right)
  
- **Method of Payment** (page 9 on right)
  
- **Voided Company Check, if paying by check** (page 10 on right)  
**References**
  
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- **Power of Attorney & Agent Affidavit** (page 8&7 on right)
  
- **W-9 (fill out first page)** (page 4 on left)
  
- **Sales Tax Certificate, if required by state**

# *Greater Shreveport Bossier Auto Auction*

## **Dealership Information**

Dealership Name \_\_\_\_\_

Business Address \_\_\_\_\_

Mailing Address (if different from above) \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Business Phone ( ) \_\_\_\_\_ Fax ( ) \_\_\_\_\_

Dealer License Number \_\_\_\_\_ State \_\_\_\_\_

Expiration \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Dealership is (please circle one)

INDIVIDUAL

PARTNERSHIP

CORPORATION

Year business started \_\_\_\_\_ State of Organization \_\_\_\_\_

Name of Owner \_\_\_\_\_

Home Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

E-Mail \_\_\_\_\_

Home Phone ( ) \_\_\_\_\_ Mobile ( ) \_\_\_\_\_

Driver's License # \_\_\_\_\_ SSN# \_\_\_\_\_ DOB \_\_\_\_\_

Signature of Owner \_\_\_\_\_

### **SECOND OWNER INFORMATION**

Name of Owner \_\_\_\_\_

Home Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

E-Mail \_\_\_\_\_

Home Phone ( ) \_\_\_\_\_ Mobile ( ) \_\_\_\_\_

Driver's License # \_\_\_\_\_ SSN# \_\_\_\_\_ DOB \_\_\_\_\_

Signature of Owner \_\_\_\_\_

# *Greater Shreveport Bossier Auto Auction*

## Authorized Employees/Agents

The following employees and or agents are duly authorized to buy vehicles at Greater Shreveport Bossier Auto Auction. The authority of the following employees/agents to act on behalf of the Dealer shall continue until terminated by the Dealer *in writing* to Greater Shreveport Bossier Auto Auction. The Dealer does hereby guarantee all transactions made by such employees/agents. The Dealer agrees to indemnify and hold harmless Greater Shreveport Bossier Auto Auction from all loss of expense caused as a result of any transaction, including but not limited to losses from dishonored drafts, as well as any expense incurred in attempting to collect loss including attorney's fees.

Dealership Name \_\_\_\_\_

Authorized Employee/Agent \_\_\_\_\_ Title \_\_\_\_\_

Home Address \_\_\_\_\_ E-Mail \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone(    ) \_\_\_\_\_ Mobile Phone (    ) \_\_\_\_\_

Driver's License # \_\_\_\_\_ SSN# \_\_\_\_\_ DOB \_\_\_\_\_

Signature of Employee/Agent \_\_\_\_\_ Date \_\_\_\_\_

Signature of Owner \_\_\_\_\_ Date \_\_\_\_\_

Authorized Employee/Agent \_\_\_\_\_ Title \_\_\_\_\_

Home Address \_\_\_\_\_ E-Mail \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone(    ) \_\_\_\_\_ Mobile Phone (    ) \_\_\_\_\_

Driver's License # \_\_\_\_\_ SSN# \_\_\_\_\_ DOB \_\_\_\_\_

Signature of Employee/Agent \_\_\_\_\_ Date \_\_\_\_\_

Signature of Owner \_\_\_\_\_ Date \_\_\_\_\_

Authorized Employee/Agent \_\_\_\_\_ Title \_\_\_\_\_

Home Address \_\_\_\_\_ E-Mail \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone(    ) \_\_\_\_\_ Mobile Phone (    ) \_\_\_\_\_

Driver's License # \_\_\_\_\_ SSN# \_\_\_\_\_ DOB \_\_\_\_\_

Signature of Employee/Agent \_\_\_\_\_ Date \_\_\_\_\_

Signature of Owner \_\_\_\_\_ Date \_\_\_\_\_

# Greater Shreveport Bossier Auto Auction

## Bank Information

Bank 1 \_\_\_\_\_ Contact \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Telephone # \_\_\_\_\_ Fax # \_\_\_\_\_  
Routing # \_\_\_\_\_ Account # \_\_\_\_\_  
Date Opened \_\_\_\_\_

Bank 2 \_\_\_\_\_ Contact \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Telephone # \_\_\_\_\_ Fax # \_\_\_\_\_  
Routing # \_\_\_\_\_ Account # \_\_\_\_\_  
Date Opened \_\_\_\_\_

Bank 3 \_\_\_\_\_ Contact \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Telephone # \_\_\_\_\_ Fax # \_\_\_\_\_  
Routing # \_\_\_\_\_ Account # \_\_\_\_\_  
Date Opened \_\_\_\_\_

### Finance or Floor Plan

Company \_\_\_\_\_ Contact \_\_\_\_\_  
Branch \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Telephone # \_\_\_\_\_ Fax # \_\_\_\_\_ Routing # \_\_\_\_\_  
Account # \_\_\_\_\_

### Finance or Floor Plan

Company \_\_\_\_\_ Contact \_\_\_\_\_  
Branch \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Telephone # \_\_\_\_\_ Fax # \_\_\_\_\_ Routing # \_\_\_\_\_  
Account # \_\_\_\_\_

# *Greater Shreveport Bossier Auto Auction*

## **Title Delivery**

Greater Shreveport Bossier Auto Auction offers the follow methods for delivery of titles. Please circle your choice from the following list:

- 1 **Pick-up** (recommended) –An authorized agent or myself will pick up title(s)
- 2 **First Class Mail** (not recommended) –There is no cost for this option. (Not responsible for lost title(s).
- 3 **Certified Mail** (not recommended) –There is a \$5 fee per package, posted to A/R.
- 4 **Overnight Delivery** (our account) – There is a \$15 fee per package, posted to A/R.
- 5 **Overnight Delivery** (your account) – Please provide us your account number and preferred carrier.

Account # \_\_\_\_\_(please circle your carrier)

Fed-Ex

DHL (ground)

UPS

Signature \_\_\_\_\_ Date \_\_\_\_\_

Printed Name \_\_\_\_\_

Dealer Name \_\_\_\_\_ Dealer # \_\_\_\_\_

Delivery Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

In the event that your title(s) are lost when sent to you by your approved method, we will not be responsible for those lost title(s). However, we will attempt to help you to the extent we are able, but our cost for this effort will be billed to your account.

# ***Greater Shreveport Bossier Auto Auction***

## **Agent Affidavit**

**Greater Shreveport Bossier Auto Auction, to include owners, agents, and employees are hereby appointed by me as agents to sign any documents in connection with business transactions made in the normal and reasonable course of business. This affidavit is for the express purpose but is not limited to title documents, checks, and bank drafts for vehicles purchased and sold by my company. This affidavit shall remain in force until such time as it is cancelled by me or Greater Shreveport Bossier Auto Auction in writing. I understand Greater Shreveport Bossier Auto Auction reserves the right to amend this affidavit at any time with written notice.**

**Signature of Bonded Owner/Officer \_\_\_\_\_ Printed Name of Bonded Owner/Officer \_\_\_\_\_**

**Sworn before me this date \_\_\_\_\_, Notary Public in and for \_\_\_\_\_(Parish).**

**Notary Public \_\_\_\_\_**

**My Commission Expires at death**

**(SEAL)**

# Greater Shreveport Bossier Auto Auction

Often titles we receive are incomplete or have errors. We feel it is beneficial for our customers to execute a Power of Attorney authorizing us to sign titles, affidavits, and other title transfer documents on their behalf. If you choose to give us POA, this form must be notarized to be effective.

## Power of Attorney (for Titles)

The undersigned, and/or its subsidiaries hereby duly appoint *Greater Shreveport Bossier Auto Auction* ("GSBAA"), with its primary place of business at *1315 Grimmitt Drive, Shreveport, LA 71107*, or any of its subsidiaries ("GSBAA"), through its authorized employees and agents, to act as our *Attorney-in-fact* to sign all papers and documents that may be necessary pertaining to the sale and subsequent title transfer of the vehicles consigned by the undersigned to *GSBAA* for its auction of the vehicles or pertaining to the purchase of vehicles by the undersigned, including without limitation, any title, title transfer document, reassignment of odometer disclosure statements as required by federal law.

In consideration of *GSBAA's* agreement to execute such documents on behalf of the undersigned from time to time, the undersigned shall indemnify, defend, and hold harmless *GSBAA*, its affiliates, subsidiaries, officers, directors, employees, successors, and assigns from and against any and all loss, damages, liability, claims, cause of action, and expenses of whatever kind and nature, arising from the execution by *GSBAA* or its employees or agents of any certificate of title, odometer statement, bill of sale, or other document necessary to transfer ownership of consigned and/or purchased vehicles. Notwithstanding the foregoing, nothing contained herein shall be construed to require the undersigned to indemnify *GSBAA*, its affiliates, subsidiaries, officers, directors, employees, successors, and assigns from any loss resulting from any gross negligence or willful misconduct of *GSBAA* or its employees or agents.

This Power of Attorney shall be effective as of the date of signing hereof on behalf of the undersigned and continue until full force and effect are terminated by the undersigned in writing.

This Power of Attorney supersedes any previous authorization to act as agent and attorney-in-fact for the undersigned.

Dealer \_\_\_\_\_

By \_\_\_\_\_

Printed \_\_\_\_\_

Initials \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 200\_\_\_\_.  
\_\_\_\_\_ Parish of \_\_\_\_\_, State  
of \_\_\_\_\_.

Notary Public \_\_\_\_\_

My Commission Expires at death



# Greater Shreveport- Bossier Auto Auction

## Method of Payment

Bank Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Bank Phone # ( ) \_\_\_\_\_ Bank Fax # ( ) \_\_\_\_\_

Contact Person/Dept \_\_\_\_\_

Form of Payment      **CASH**      **CHECK**      **DRAFT**  
(Please circle one)

Mailing address for drafts \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**To Whom It May Concern:** \_\_\_\_\_

Through this letter, I hereby give authorization to my financial institution to release information regarding any and all of my banking account, including but not limited to any loans, floor plans, and/or lines of credit to Greater Shreveport-Bossier Auto Auction. I agree to all Greater Shreveport-Bossier Auto Auction and its representatives to obtain credit information on my company, myself, and my employees to be used in processing my payments to them, either by draft or company check, and also in obtaining updates as deemed necessary by Greater Shreveport- Bossier Auto Auction. The original of this letter will be retained on file at Greater Shreveport-Bossier Auto Auction. Please release this information for their confidential use, as required, until I notify you otherwise. If there is a reasonable fee for this inquiry, I authorize the financial institution to deduct it from my account listed below. Thank you for your cooperation.

Signature of Account Holder \_\_\_\_\_

Printed Name of Account Holder \_\_\_\_\_

Account Number \_\_\_\_\_

Date \_\_\_\_\_



## Terms & Conditions

- 1) This is a Dealer's Only Auction. All Dealers must be approved and registered before buying vehicles.
- 2) Auction ID cards and bidder badges must be used at all times. All dealers are responsible for their own cards. Written notice from an authorized representative must be received to terminate a buyer/agent. Dealers are responsible for the conduct of their representatives and guests. Children less than 12 years of age are not allowed anywhere on auction property except in the guest lounge due to safety concerns.
- 3) All vehicles offered for sale are subject to inspection by state and local authorities, FBI, and national Auto Theft Bureau.
- 4) All attempts have been made to give correct listing and information of vehicles offered for sale on behalf of selling dealerships. Sales sheets listing dealership's vehicles entered in sales will be available prior to sale. It is the sole responsibility of the buyer to be aware of selling description, announcements, examination of vehicles and to accept vehicles present description. Any and all information written on vehicle's windshield and window, including but not limited to mileage, year, model, and or odometer condition, is for convenience only and the auction is not responsible for its accuracy; it is the buyer's sole responsibility to verify such information.
- 5) Selling Descriptions:
  - a) **As-Is** – without mechanical guarantee of any kind( including year and/or frame condition). All vehicles selling for \$2,500 or less are automatically "As-Is" regardless of any announcements to the contrary from the auction block of otherwise.
    - i) All vehicles announced as repossessed are "As-Is".
    - ii) All New car trades are "As-Is" unless announced differently by the seller representing the vehicles.
  - b) **"Ride and Drive"**- guarantees engine, transmission, and drive axle with the exception of announced defects or conditions: however in no event will conditions which, in the sole opinion of the arbitrator, may be corrected for \$400 or less be arbitrated. Any announced condition regarding a component of a vehicle renders that entire component not eligible for arbitration (i.e. announcement that a transmission slips going into 4<sup>th</sup> gear means the entire transmission is completed or not arbitratable.)
  - c) Any guarantees announced by sellers representing vehicles which are and above those contained in these "Terms and Conditions" are strictly between Buyer and Seller. GSBAA shall not be bound by such announcements and Buyers and Sellers will be required to pay all buy and sales fees associated with such transactions whether said transaction is completed or not.
- 6) The following vehicles must be announced at time of sale:
  - a) Reconditioned or Salvage Titles
  - b) Flood Damaged Vehicles
  - c) Frame Altered, Frame or Unibody Damage
  - d) Broken, Replaced or Over limit Odometers
  - e) Total rebuilds
  - f) Missing, Improperly Repaired or Deployed Air Bags
  - g) Missing or non-functional catalytic converters
  - h) Lemon Law Buybacks
  - i) Gray Market vehiclesFailure to make the appropriate announcements will subject the vehicle to arbitration.
- 7) **Arbitration:** failure to request arbitration within the required times automatically converts the vehicle to "As-Is")
  - a) Arbitration must begin no later than 1 hour after the last vehicle is sold on the block as evidenced by the sale time on the block ticket.
  - b) "Ride and Drive" vehicles purchased on an "If" or "With a Call" must be arbitrated within 1 hour after the last vehicle is sold as evidenced by the sale time on the block ticket. Failure to submit vehicle to arbitration within this time frame forfeits rights to arbitrate vehicle
  - c) In no event will conditions which, in the sole opinion of the arbitrator, may be corrected For \$400 or less be arbitrated.
  - d) Undisclosed Frame Damage is subject to arbitration no later than 2 days after crossing the block. Vehicles found with undisclosed frame damage must be electronically measured by a certified body shop and a written report submitted to the arbitrator. The expenses of such measurement shall be paid by the party who loses the arbitration.
  - e) Warning lights, including but not limited to "check engine", "ABS", "air bag" will not be arbitrated.
  - f) The decision of the arbitrator is final and binding on both buyer and seller.
- 8) **Miles Announced:** (are announced on behalf of selling dealerships – GSBAA is not responsible for odometer Declarations)
  - a) **Actual Miles** – miles not exceeding 99,999
  - b) **Over** – miles exceeding 99,999
  - c) **Exceeds Mechanical Limits** - mileage exceeds the mechanical limits of the odometer and are not guaranteed
  - d) **Exempt** – vehicle ten years old as of January 1<sup>st</sup> of the current year are exempt from an odometer statement and are exempt from mileage discrepancies in CarFax or Auto Check reports, however, broken odometers which do not register mileage must be announced as "True Miles Unknown".
  - e) **TMU** - true mileage unknown – no guarantee of mileage.

- f) **GSBAA** must be notified by buyer on vehicles purchases with unannounced broken odometers within 24 hours after vehicle was sold on the block. After 48 hours, vehicle is not returnable.
- 9) **“IF” deals (will call)** Vehicles auctioned from the block which do not meet minimum reserved prices may, at the sole Discretion of GSBAA be placed on “IF Deals”(will call). The following rules apply to “IF” Deals (will call):
- a) If the vehicle was sold with a “ride and Drive”, Buyer shall have one hour after the sale time noted on the block ticket to perform his inspection and/or test drive and submit the vehicle to arbitration, if desired. Failure to submit the vehicle to arbitration within this time frame forfeits Buyer’s right to arbitration and the vehicle becomes “AS-IS”.
  - b) GSBAA will make every effort to contact Sellers and Buyer on “IF Deals” (will call), resolve as many as possible, and notify the Buyer on the sale date. When this is not possible, the sale of the vehicle remains binding upon the Buyer until 12:00 noon on the day following the sale. After 12:00 noon, if Seller has not accepted Buyer’s offer, Buyer shall have the option of completing the sale or canceling the offer.
  - c) GSBAA will make every effort to contact Buyers whose offers are accepted on “IF Deals” (will call), however, it is the Buyer’s sole responsibility to contact GSBAA to determine whether Buyer’s offer was accepted.
- 10) GSBAA assumes no liability for those attending auction and all attending are urged to use caution at all times, especially while vehicles are being moved. Additionally, GSBAA is not liable for any damage caused to vehicles by theft, fire, conversion, collision, vandalism, and/or all acts of God. Persons test driving vehicles agree to accept full responsibility for all liability resulting from such action, including but not limited to damage to the driven vehicle, to other persons and property, and agree to indemnify and hold GSBAA harmless from any and all claims resulting there from.
- 11) Vehicles left on GSBAA property are at the sole risk and liability of the seller, prior to sale across the block, and thereafter of the buyer if the vehicle is sold, or of the seller if the vehicle did not sell. Vehicles should be removed within 24 hours after the sale. Vehicles remaining more than 3 days after the conclusion of the sale which are not entered in the next sale are subject to towing and storage fees.
- 12) Sellers are allowed 21 working days after sale to produce a valid title. After 21 working days, excluding the day the vehicle was sold and any banking holidays, buying dealer may contact the auction in writing of its intent to return the vehicle if title is not produced. Auction shall have 7 working days after receipt of such notice to produce title or buyer will be allowed to return vehicle and cancel sale. Seller shall be liable for sales and buy fees on such transactions. When sellers announce “Possible Slow Title” prior to the car being sold, the 21 working day period shall be increased to 45 working days. Sellers shall be responsible for transportation costs both ways on vehicles returned due to inability to produce a title. Buyers are cautioned not to sell or incur expenses on any vehicle purchased prior to receipt of title as GSBAA will not incur any liability to reimburse buying dealer.
- 13) Buyer agrees to pay for all vehicles purchased at time of sale in cash or by draft or check if approved by GSBAA for payment by draft or check. Only company checks imprinted with the name of the dealership will be accepted. Personal checks are not accepted. In the event a check or draft is returned unpaid for any reason other than title correction, GSBAA will assess a returned item fee in the amount of \$200 per return. Method of payment is subject to approval solely by GSBAA.
- a) Dealers may, upon express approval of GSBAA, leave a separate check for each vehicle purchased which will be held until title for said vehicle comes in. Upon receipt of vehicle title by GSBAA, the check for that vehicle will be deposited.
  - b) Dealers may, by special permission, be allowed to deliver a check the next day subject to the following conditions:
    - i) Dealer must have drafting arrangements set up and approved by GSBAA
    - ii) Dealers who fail to leave a check at the time of sale and who fail to deliver a check within 24 hours of receipt of title by GSBAA will be assessed a late check fee of \$100 per title.
    - iii) Titles not paid by the second business day of receipt by GSBAA will be paid by bank draft with appropriate draft and late fees added to the cost of the vehicle.
  - c) Acceptance of dealer checks and drafts by GSBAA is a privilege. Repeated instances of returned checks and/or drafts will result in suspension of check and/or draft privileges and require payment in cash.
- 14) All sales are recorded on audiotape and/or videotape and reviewed in the event of a dispute. The auctioneer’s decision will be final in a dispute. Upon removal of a vehicle from the sale or when 24 hours have elapsed from the time of sale as evidence by the block ticket, no recourse is available.
- 15) The minimum advance bidding increment is \$25 up to \$1,000 ask price and \$50 minimum advance thereafter.
- 16) GSBAA must be notified in writing, in advance, of Buyer’s intent to return vehicle being returned for any reason. Buyer shall be required to obtain GSBAA’s approval of such return, in writing, prior to returning any vehicle. If GSBAA approves a return, Buyer will be solely responsible for all costs and fees associated with the vehicle and its return unless otherwise notified and approved by GSBAA in writing.
- 17) All checks and drafts shall be honored without protest. If any check or draft is returned unpaid for any reason whatsoever, other than title correction, a returned item fee of \$200 will be charged.
- 18) GSBAA publishes, from time to time, additional Rules and Policies governing the operation of its automobile auction. Such Rules and Policies are also subject to change without notice. Acceptance of these terms and conditions also constitutes acceptance of those rules. GSBAA may amend these terms and conditions at any time without notice. Continuing to buy or sell at GSBAA shall constitute acceptance of such changed terms and conditions whether or not a new written copy is signed.

I agree to these terms and conditions \_\_\_\_\_

Date \_\_\_\_\_