

CREDIT ACCESS BUSINESS LICENSE INSTRUCTIONS

On June 22, 2011, the Dallas City Council Amended Chapter 50 of the Dallas City Code to add Article XIX, "Credit Access Businesses" ("CAB"). These amendments became effective on January 1, 2012. CABs are commonly known as payday loan companies or vehicle title loan companies.

In accordance with Chapter 50, Article XI of the Dallas City Code, a certificate of registration is required for each physically separate CAB outlet (store location) within the City of Dallas

To obtain a certificate of registration for a CAB, a person must submit the following application to the Director of Code Enforcement ("Director"). The applicant or registrant is required to notify the Director within 45 days after any material change in the information contained in the application for a certificate of registration, including, but not limited to, any change of address and any change in the status of the state license held by the applicant or registrant, any any change in ownership. Each required item of information on the form is material.

Instead of filling out and submitting the attached form, an applicant may provide a complete and legible copy of their application for CAB registration with the Texas Office of Consumer Credit Commissioner ("OCCC"), including all attachments and documents submitted to the OCCC with the application to the OCCC, and must promptly file with the Director and amendments or supplemental information or documents that were filed with the OCCC.

Whether the applicant or registrant uses the City form or the OCCC form, there are two required documents that must be submitted to the Director before a CAB can be registered by the City: (1) a copy of the current valid state CAB license for the CAB location; and (2) a copy of a current, valid certificate of occupancy showing that the CAB is in compliance with the Dallas Development Code.

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APPLICATION FOR CREDIT ACCESS BUSINESS LICENSE

[OFFICE USE ONLY SECTION –NO CHANGE EXCEPT I’D ADD SPACES FOR NUMBERS OF STATE LICENSES AND CERTIFICATE OF OCCUPANCY]]

SECTION 1: The name, street address, mailing address, facsimile number, and telephone number of the applicant. (specific store information)

NAME

FEDERAL EMPLOMENT TAX IDENTIFCATION
NUMBER (OPTIONAL)

D/B/A IF DIFFERENT FROM OFFICIAL NAME

STREET ADDRESS

MAILING ADDRESS (IF SAME AS STREET ADDRESS YOU CAN SO STATE)

TELEPHONE NUMBER

FACSIMILE TELEPHONE (FAX) NUMBER

SECTION 2: The business or trade name, street address, mailing address, facsimile number, and telephone number of the credit access business (main office information)

BUSINESS NAME OR TRADE NAME

FEDERAL EMPLOMENT TAX
IDENTIFCATION NUMBER (OPTIONAL)

STREET ADDRESS

MAILING ADDRESS (IF SAME AS STREET ADDRESS YOU CAN SO STATE)

APPLICANT'S TELEPHONE NUMBER

APPLICANTS FACSIMILE TELEPHONE (FAX) NUMBER

SECTION 3: The names, street addresses, mailing addresses, and telephone numbers of all owners of the credit access business and other persons with a financial interest in the credit access business, and the nature and extent of each person's interest in the credit access business. (use more sheets as needed).

1. _____
NAMES INCLUDING ANY ALIAS, FICTITIOUS NAME, AND D/B/A

STREET ADDRESS

MAILING ADDRESS (IF SAME AS STREET ADDRESS YOU CAN SO STATE)

TELEPHONE NUMBER

NATURE AND EXTENT OF INTEREST IN CREDIT ACCESS BUSINESS (EXAMPLE: SHAREHOLDER (20% OF ISSUED AND OUTSTANDING COMMON STOCK); GENERAL PARTNER; LIMITED PARTNER, PREFERRED SHAREHOLDER). IF MORE THAN ONE INTEREST, INCLUDE ALL OF THEM:

2. _____
NAMES INCLUDING ANY ALIAS, FICTITIOUS NAME, AND D/B/A

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4. _____
NAMES INCLUDING ANY ALIAS, FICTITIOUS NAME, AND D/B/A

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