



# Used Vehicle Appraiser Registration Form

(Please Print)

An appraiser must register with Business Registration Unit before an appraisal performed by the appraiser on a used vehicle will be accepted for the valuation of a used vehicle. The appraiser must hold one or more of the qualifications listed in Section 2 to be eligible for registration as an appraiser.

A dealer licenced with the Registry of Motor Vehicles is automatically recognized as a used vehicle appraiser.

## 1. Provide your details

Name	_____	Phone #	_____
	(Registered Business Name of Appraiser)		
Civic Address	_____	Fax #	_____
	(Civic Number and Street/Road/Hwy)		
Mailing Address	_____	Email Address	_____
	(PO Box or RR)		
City/Town	_____	Province	_____
Postal Code	_____	Registry of Joint Stocks #	_____
		Canada Revenue Agency Business #	_____

## 2. Provide details of your qualifications (Attach a photocopy of the Licence or Certificate of Qualification)

Applicant must be the holder of one or more of the following to qualify for registration as an appraiser of used vehicles. The person listed on the licence or certification is the only person eligible to sign the appraisal.

Name of person listed on licence of certification \_\_\_\_\_

NS Motor Vehicle Inspection Station Licence Number \_\_\_\_\_

NS Insurance Adjuster (Level III or IV) Licence Number \_\_\_\_\_

NS Certificate of Qualification Number for:

Automotive Service Technician \_\_\_\_\_

Motor Cycle Mechanic \_\_\_\_\_

Truck and Transport Mechanic \_\_\_\_\_

Motor Vehicle Body Repairer \_\_\_\_\_

**Note:** If authorization is required for more than one person, complete a separate form for each person.

**Note:** Should the Appraiser wish to terminate the registration, a letter requesting the termination must be sent to the Business Registration Unit. Termination of the registration will be as of the date of receipt of the letter.

## 3. Sign the Certification

**I HEREBY CERTIFY** that the information given in this application is true, complete and correct in every respect to the best of my knowledge and belief.

Name:	_____	Date	_____
	(Authorized Signing Officer)		
Signature:	_____	Phone #	_____
Title:	_____	Email Address	_____

**Note:** Authorized Signing Officer for the Appraiser is the Owner or Principal Officer or Director as listed with the Nova Scotia Registry of Joint Stocks.

## Requirements for Registered Appraiser of Used Vehicles

Appraisers must notify the Business Registration Unit immediately of the permanent closing or sale of their business.

An appraiser who changes the name of their business must immediately notify the Business Registration Unit.

An appraiser registration number is not transferable and can not be used by any other person other than the appraiser named on the registration form.

The registration of a used vehicle appraiser may be suspended or cancelled if:

1. These terms are not followed;

**or**

2. It is determined that the used vehicle appraisals being issued by the appraiser do not represent fair market value. The appraised value of a vehicle is not intended to be the "trade-in" value but the value that one might expect to receive in a sales transaction between a willing buyer and a willing seller based on an examination of the condition of the vehicle at the time of the appraisal.

## Instructions for completing the application

1. Give your details.
2. Provide details of your qualifications.
3. Before submitting the application for registration, review the application to ensure that Sections 1 and 2 are complete and that the certification in Section 3 is signed.
4. Return the original copy of the registration application to:

### By Mail:

Service Nova Scotia  
Business Registration Unit  
PO Box 755  
Halifax, NS  
B3J 2V4

### By Delivery:

Service Nova Scotia  
Business Registration Unit  
Maritime Centre, 9<sup>th</sup> Floor North  
1505 Barrington Street  
Halifax, Nova Scotia

## For more information

**Website:** [gov.ns.ca/snsmr/access/business/tax-commission/](http://gov.ns.ca/snsmr/access/business/tax-commission/)

**Call:** 902-424-6300 (metro) or 1-800-565-2336 toll free in Nova Scotia