



MOTOR VEHICLE SALES FINANCE LICENSE TRANSFER



TEXAS OFFICE OF CONSUMER
CREDIT COMMISSIONER

INDEX

- [Page 3](#) General Information
- [Page 4](#) Processing a transfer through ALECS Step 1
- [Page 9](#) Processing a transfer through ALECS Step 2
- [Page 12](#) Processing a transfer through ALECS Step 3
- [Page 14](#) Processing a transfer through ALECS Misc.
- [Page 15](#) Contact

- As defined in Chapter 348 of the Texas Finance Code, Sec. 348.512. a license may be transferred or assigned only with the approval of the commissioner.
- The adopted rules by the OCCC can be found here: [Title 7, Chapter 84, Texas Administrative Code RULE § 84.604](#)

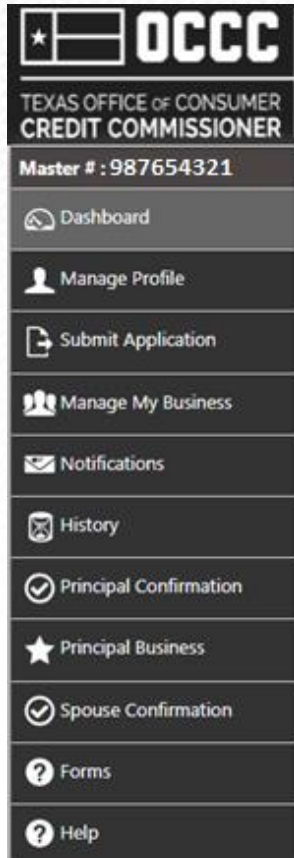


MOTOR VEHICLE SALES FINANCE LICENSE TRANSFER:

PROCESSING A TRANSFER THROUGH ALECS



TEXAS OFFICE OF CONSUMER
CREDIT COMMISSIONER



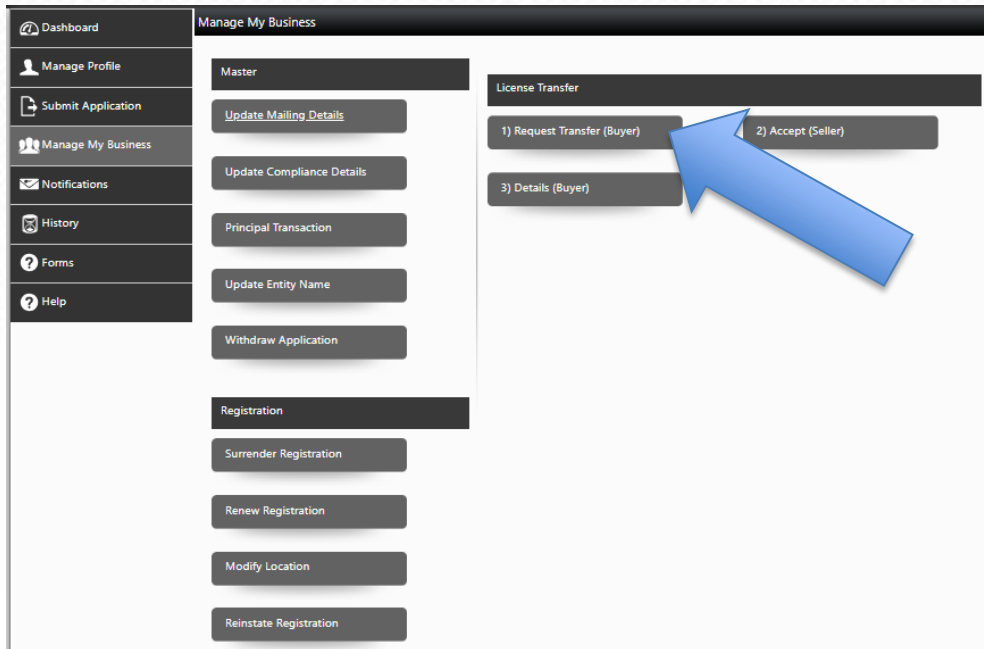
Buyer

1. After you have received an email confirming the activation of your new account in ALECS, log in and select manage my business.

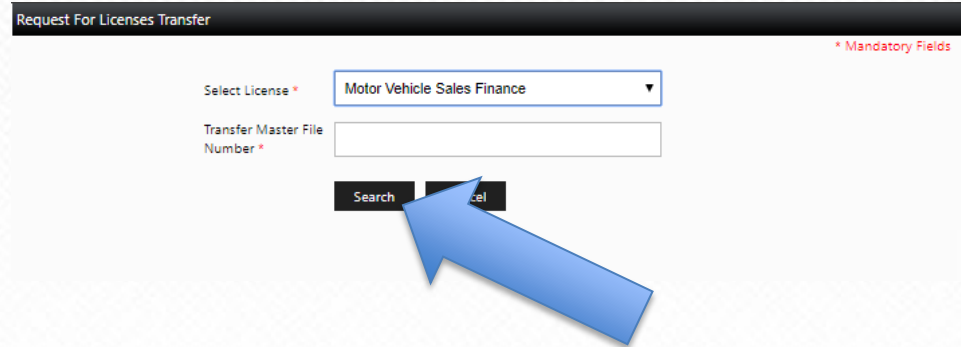
Don't have an ALECS account?

Click here: [CREATE ALECS ACCOUNT](#)

2. From manage my business, begin with item #1 from the License Transfer subheading.



3. Enter the sellers Master File number & click search.



Request For Licenses Transfer

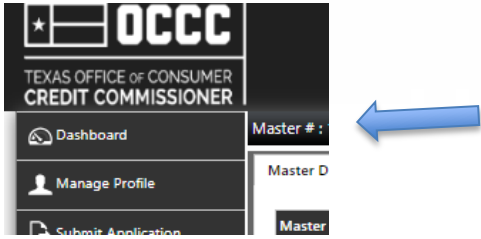
* Mandatory Fields

Select License * Motor Vehicle Sales Finance

Transfer Master File Number *

Search Cancel

The seller can locate this number by clicking on [Click here to see the details on your Master File.](#) from the dashboard. The Master File number will be located in the top left corner next to the Dashboard button.



OCCC

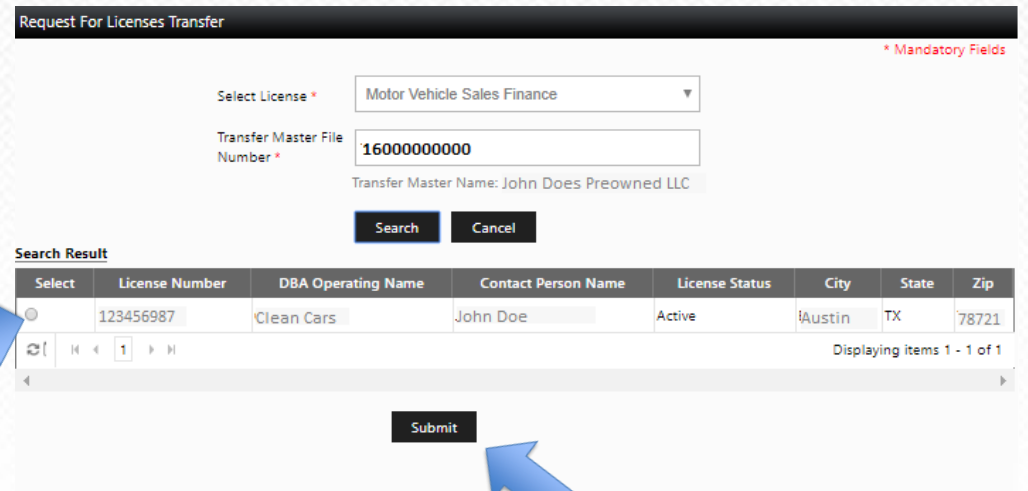
TEXAS OFFICE OF CONSUMER CREDIT COMMISSIONER

Dashboard Master # :

Master D

Master

- The license(s) associated with the seller's Master File will populate.
- Click on the radio button (If more than one license is available and you are only requesting one, certify that you are selecting the correct license.)
- Click submit
- Verify that you receive the confirmation (pictured below)



Request For Licenses Transfer * Mandatory Fields

Select License *

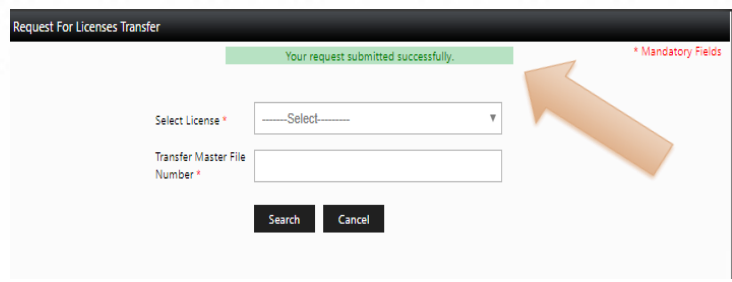
Transfer Master File Number *

Transfer Master Name: John Does Preowned LLC

Search Result

Select	License Number	DBA Operating Name	Contact Person Name	License Status	City	State	Zip
<input type="radio"/>	123456987	Clean Cars	John Doe	Active	Austin	TX	78721

Displaying items 1 - 1 of 1



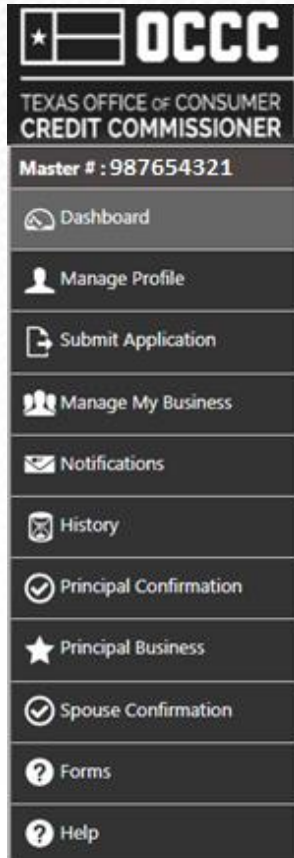
Request For Licenses Transfer * Mandatory Fields

Your request submitted successfully.

Select License *

Transfer Master File Number *

- The seller will now have to accept your request. (see p15)



Seller

1. Log in to your ALECS account and click on Manage My Business

Don't have an ALECS account?

Click here: [CREATE ALECS ACCOUNT](#)

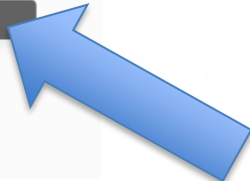
If you have an active license but have never created an ALECS account, you will go through the linking process which can take around 4 business days process. You will receive an email confirmation when this process is complete and are able to access your information.

- From manage my business, begin with item #2 from the License Transfer subheading.

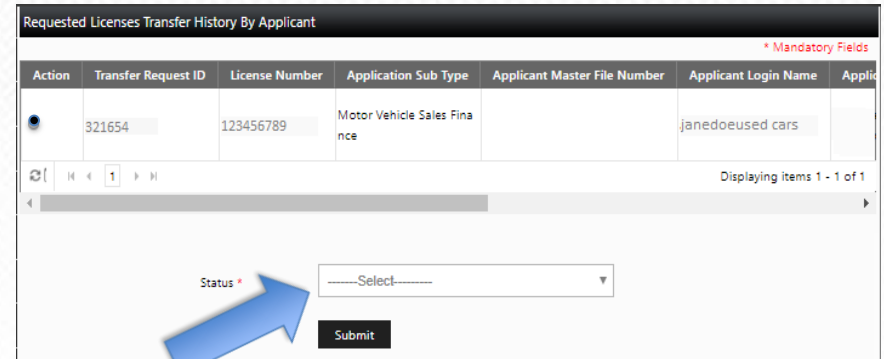
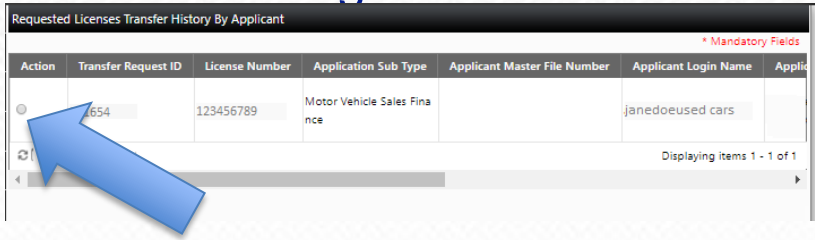
Manage My Business

Master	License	
Update Mailing Details	Activate License	Inactivate License
Update Compliance Details	Renew License	Reinstate License
Principal Transaction	Surrender License	Modify License Location
Update Statutory Agent	Update License DBA	Change RO to LL
Update Entity Name	Update Location Contact	Doc Fee Filing
Withdraw Application	Print License	

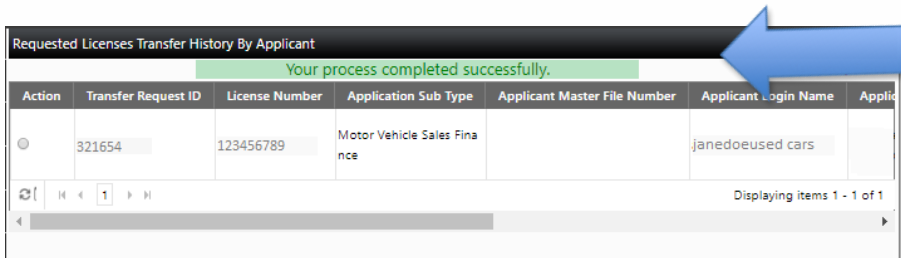
Registration	License Transfer	
Surrender Registration	1) Request Transfer (Buyer)	2) Accept (Seller)
Renew Registration	3) Details (Buyer)	
Modify Location		



2. Select the radio button for the license you are transferring.




3. From the status dropdown, select approved if you are approving the transfer of the license and click Submit.



4. Confirm that you receive the completion notification.
5. The buyer will now log in to their account to complete the process.

Buyer

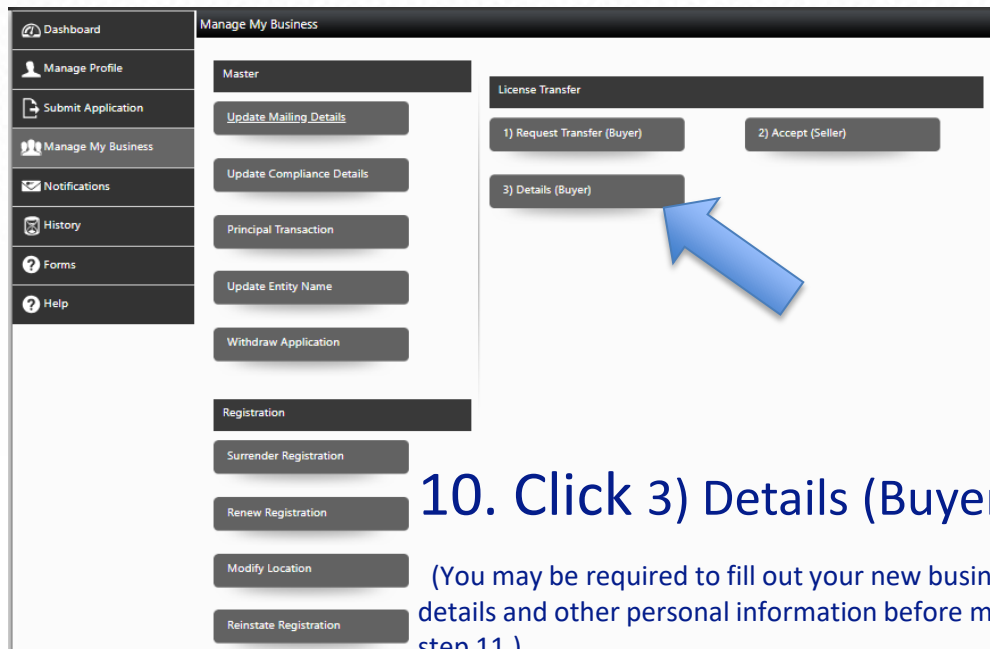
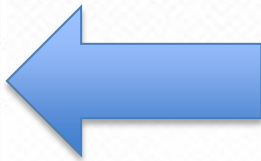
9. Log in to your ALECS account



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Master # : 987654321

- Dashboard
- Manage Profile
- Submit Application
- Manage My Business
- Notifications
- History
- Principal Confirmation
- Principal Business
- Spouse Confirmation
- Forms
- Help



10. Click 3) Details (Buyer)

(You may be required to fill out your new business details and other personal information before moving to step 11.)

Buyer



11. Select the radio button for the license being transferred.
12. If you will be using a DBA, enter the assumed name and upload the assumed name certificate. (Sole Props & General Partners– upload assumed name certificate from the county clerk | Entities – upload the assumed name certificate from the Texas Secretary of State.)
13. Upload the Permission to Operate (see page 8 of this PowerPoint to review the requirements of a PTO)
14. Check the box and click transfer.
15. You will process payment for the assessment fee of \$200 in the next screen.

Licenses Transfer * Mandatory Fields

Select	License Number	Business Sub Type	Owner Master File Number	DBA Operating Name	Contact Pe
*	123456789	Motor Vehicle Sales F inance	987654321	John Doe's Pre-	

Displaying items 1 - 1 of 1

Please select at least one record

DBA Operating Name

DBA Operating Name

Assumed Name Certificate

Transfer Documents

Permission to operate

Notice to customers

Asset Purchase Agreement

Statement of Gift

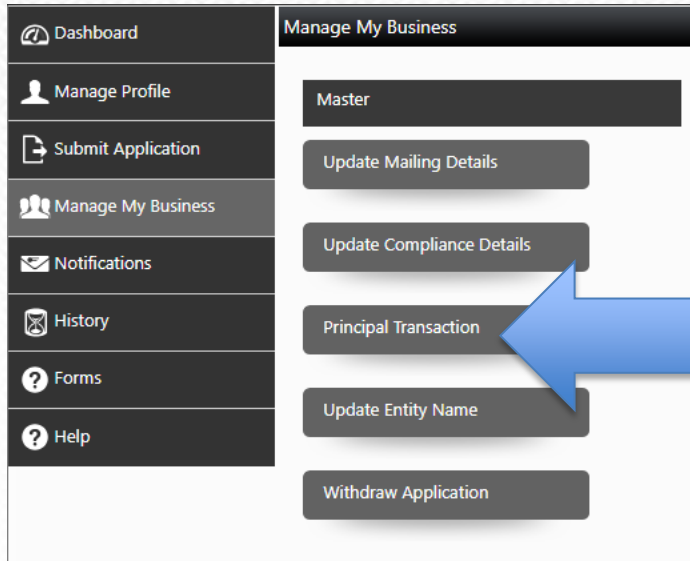
Will

Other Documents

Either "Permission to Operate" or "Notice to Customers" or "Asset Purchase Agreement" or "Statement of Gift" or "Will" or "OtherDocuments" document required for License Transfer

Payment Preview	
Business Details	Fee Details
License Number: 123456789	
MV Registered Office transfer fee	\$200
Sub Total	\$200
Total Amount	\$200

Please confirm to Transfer the selected licenses.



Misc.

1. If your transfer is as a result of a principal party change, you can process your transfer by going to Manage My Business > Principal Transaction and following the prompts and pay the \$200 assessment fee.



Questions?
licensing@occc.texas.gov