

4.4 START-UP COSTS CALCULATION

Proposer's name: _____ Location number: _____

The purpose of this form is to assure the BMV that you are financially able to cover the costs of beginning a deputy registrar business. We need to know that you have enough financial resources to cover your personnel, site preparation, and site rental costs.

1. PERSONNEL COSTS (FOUR WEEKS)

Use Form 4.3 to calculate four (4) weeks' personnel costs for this location.

\$ _____

2. SITE PREPARATION COSTS (AMORTIZED)

A. **If this is a Deputy Provided Site**, calculate and enter the actual projected costs you will need to spend to prepare the building for use as a deputy registrar agency in each of the following categories:

- | | |
|---------------------------|----------|
| 1. Building Modifications | \$ _____ |
| 2. Counter Costs | \$ _____ |
| 3. Other Costs | \$ _____ |
| 4. Total | \$ _____ |

Total amortized over 36 month contract period
(Divide line 4 by 36) = \$ _____

B. **If this is a BMV Controlled Site**, enter the information contained in the Agency Specifications for this location. **Do not change the information from the Agency Specifications.**

\$ _____

3. AGENCY RENTAL PAYMENTS (3 MONTHS)

A. **If this is a Deputy Provided Site**, enter the actual amount you will pay to rent or lease this site.

B. **If this is a BMV Controlled Site**, enter the estimated rent listed in the Agency Specifications for this site. **Do not change the amount listed.**

One month's rent: \$ _____ x 3 = \$ _____

TOTAL START-UP COSTS

(four weeks' personnel costs, plus one month's amortized site preparation costs, plus three months' rent) \$ _____