CVRP Sample Supporting Documents
# CVRP Sample Supporting Documents

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How can I avoid common submission mistakes?

Submitting incomplete or incorrect supporting documents is the most common reason that CVRP applications are rejected. We are happy to help you resubmit corrected supporting documents, but rejected applications take longer to process, delay approval, and may even result in having your application cancelled. Use this checklist to help avoid the most common mistakes.

California Driver’s License
  ✓ My driver’s license is not expired.
  ✓ I can read all information.
  ✓ I can see my entire driver’s license. (More information)

Proof of Registration
  ✓ All information is visible on my registration.
  ✓ If I am submitting my temporary registration, I have unfolded it so that my name and address are visible. (More information)

Purchase/Lease Agreement
  ✓ My purchase/lease agreement copy is complete from top to bottom, with no missing lines, sections, or pages.
  ✓ If I have a long purchase agreement, I’ve taken several scans and overlapped them so that some information is duplicated on each page. (More information)

Proof of Income (only if selected for Income Verification)
  ✓ All applicable sections are completed. (More information)
  ✓ Prefilled data has not been edited.
  ✓ One form has been submitted for each household member 18+ (if applicable)

All my supporting documents are:
  ✓ Complete – Portions of my document are not cut off or missing.
  ✓ Legible – I can read all information.
  ✓ Correct – I’ve viewed examples of correct supporting documents.
California Driver’s License

✓ The name on your driver’s license must match the name on the application form.
✓ The address on your driver’s license does not need to match the address on your application form.
✓ Your driver’s license must be current at the time of application (not expired).
✓ Please submit a complete, clear, and legible scan/photo of your driver’s license with all details visible.

Samples:

The back of your driver’s license does not need to be submitted:
CVRP Sample Supporting Documents

Proof of Registration

✓ Satisfactory proof of vehicle registration includes temporary or permanent registration.
✓ Your registration must be current at the time of application (not expired).
✓ Please submit a complete, clear and legible scan/photo of your proof of registration with all sections visible.

Please see samples of acceptable registrations on the following pages.

Note: Vehicle/Vessel Transfer Form and DMV File Copy are not an acceptable proof of registration. Samples of unacceptable registrations are on the following pages.
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Sample 1 – Application for Registration of New Vehicle (REG 397)
CVRP Sample Supporting Documents

Sample 2 – New Vehicle Dealer Notice (Temporary Registration)

This registration is usually found in your windshield. Please be sure to unfold the registration so we can see all parts in your scan.
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Sample 3 – Permanent Registration (Registration Card)

Sample 4 – Permanent Registration (Registration Card)
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**Sample 5 – Permanent Registration (Registration Card)**

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THIS VALIDATED REGISTRATION CARD OR A FACSIMILE COPY IS TO BE KEPT WITH THE VEHICLE FOR WHICH IT IS ISSUED. THIS REQUIREMENT DOES NOT APPLY WHEN THE VEHICLE IS LEFT UNATTENDED. IT NEED NOT BE DISPLAYED. PRESENT IT TO ANY PEACE OFFICER UPON DEMAND. IF YOU DO NOT RECEIVE A RENEWAL NOTICE, USE THIS FORM TO PAY YOUR RENEWAL FEES OR NOTIFY THE DEPARTMENT OF MOTOR VEHICLES OF THE PLANNED NON-OPERATIONAL STATUS (PNO) OF A STORED VEHICLE. RENEWAL FEES MUST BE PAID ON OR BEFORE THE REGISTRATION EXPIRATION DATE OR PENALTIES WILL BE DUE PURSUANT TO CALIFORNIA VEHICLE CODE SECTIONS 9552 – 9554.

EVIDENCE OF LIABILITY INSURANCE FROM YOUR INSURANCE COMPANY MUST BE PROVIDED TO THE DEPARTMENT WITH THE PAYMENT OF RENEWAL FEES. EVIDENCE OF LIABILITY INSURANCE IS NOT REQUIRED WITH REGISTRATION RENEWAL OF OFF-HIGHWAY VEHICLES, TRAILERS, VESSELS, OR IF YOU FILE A PNO ON THE VEHICLE.

WHEN WRITING TO DMV, ALWAYS GIVE YOUR FULL NAME, PRESENT ADDRESS, AND THE VEHICLE MAKE, LICENSE, AND IDENTIFICATION NUMBERS.

*************** DO NOT DETACH – REGISTERED OWNER INFORMATION ***************

---

<table>
<thead>
<tr>
<th>MAKE</th>
<th>YEAR</th>
<th>YEAR LONG</th>
<th>VEHICLE TYPE</th>
<th>VEHICLE CLASS</th>
<th>REGISTRATION PERIOD</th>
</tr>
</thead>
<tbody>
<tr>
<td>KIA</td>
<td>2019</td>
<td>2020</td>
<td>KF</td>
<td>140</td>
<td>03/20/20 TO 03/20/21</td>
</tr>
</tbody>
</table>

**REGISTERED OWNER**

<table>
<thead>
<tr>
<th>AMOUNT DUE</th>
<th>AMOUNT PAID</th>
</tr>
</thead>
<tbody>
<tr>
<td>$ 496.00</td>
<td>$ 496.00</td>
</tr>
</tbody>
</table>

**PAYMENT INFORMATION**

- **PAYMENT METHOD**: CASH
- **ACCOUNT**: 94803
- **LOCATION**: EL SOBRANTE, CA
- **Amex**: 95406
- **Date/Time**: 03/20/20 11:00

---

**V22-1207**

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Sample 6 – Permanent Registration (Registration Card)

1. You should already have a current year sticker on your vehicle. However, if you have not received your sticker within 30 days of paying your renewal fees, please contact DMV at 1-800-777-0133.

IMPORTANT: California law requires that every driver or owner of a vehicle shall maintain liability insurance or another form of financial responsibility at all times. Written evidence of liability insurance must be carried in each vehicle and presented upon request to a peace officer or if you are involved in an automobile accident.

2. If you do not receive a renewal notice, contact DMV. You must do this on or before the vehicle expiration date or penalties will be due in accordance with Vehicle Code Sections 9552-9554. If you are cited for not registering your vehicle, the court may impose a fine.

3. When writing to DMV, always give your full name, present address, vehicle make, license plate and vehicle identification numbers.

4. Immediately notify DMV by mail or in person on the proper forms when:
   - You change your address.
   - You sell your vehicle.
   - You are involved in an accident (whether or not it was your fault) when the damage is over $750, any bodily injury or death.

For more information, visit our website at www.dmv.ca.gov or call 1-800-777-0133.
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Not Acceptable – Vehicle/Vessel Transfer and Reassignment Form
Not Acceptable – DMV File Copy
CVRP Sample Supporting Documents

Complete Vehicle Purchase/Lease Agreement

✓ Please submit a complete, clear and legible scan/photo with all details visible.
✓ The copy of your purchase/lease agreement must be a final copy (executed and signed). Review or pro-forma copies are not accepted.
✓ Purchase/lease agreements look different depending on the dealership and the automaker.
✓ The paper size of your purchase/lease agreement may be longer than a normal sheet of paper. Please scan your purchase/lease agreement so that no sections are cut off.*
✓ Please include all pages of your purchase/lease agreement.

*Long Purchase/Lease Agreement?

If you have a long purchase/lease agreement, you will need to take several scans and combine the separate scans into one file.

We recommend overlapping your scans so that some information is duplicated on each page:
CVRP Sample Supporting Documents

Proof of Income (if selected for income verification)

Standard Rebate Applicants:
- ✓ Standard rebate applicants selected* for income verification must submit IRS Form 4506-C, Request for Transcript of Tax Return, as proof of income.

Increased Rebate Applicants:
- ✓ Increased rebate applicants selected* for income verification must submit:
  - o A completed IRS Form 4506-C for every household member aged 18 and older
- ✓ Additional documentation may be requested to provide complete details on income and household size.

Important:
- ✓ It is not necessary to submit proof of income unless you have been selected for income verification.
- ✓ A sample of IRS Form 4506-C is on the following page.

*Applications are usually selected for income verification when you apply. If you’ve been selected, you will see a place to upload Proof of Income on your My Application page after you complete your online application:

Applications may also be selected for income verification later in our review process. If you are selected at a later time, we will send you an email with directions.
Note: Only applicants selected for Income Verification need to complete this form. CVRP has the prefilled version of this form located at cleanvehiclerebate.org/4506c. All highlighted portions must be filled out. Please submit a complete, clear, and legible scan/photo with all details visible.
Proof of California Business

✓ We can accept a copy of the formation document filed with the California Secretary of State (Articles of Incorporation, Articles of Organization, Statement of Information, etc.), California business license, or California business tax paid certificate as proof of California business.
✓ Please submit a complete, clear and legible scan/photo of your document with all details visible.

Samples:

![Sample Document 1](image1)

![Sample Document 2](image2)
CVRP Sample Supporting Documents

Tesla: Complete Vehicle Purchase Agreement

Important:

For Tesla vehicles and other vehicles ordered without a standard lease/purchase agreement, the date of first registration with the California DMV is considered the date of purchase or lease. **If you applied before the first date of your Tesla vehicle registration, please contact us to cancel this early application. Applicants will need to re-apply if an application is submitted before this date.**

There are several different combinations of documents that are acceptable as a complete purchase agreement for Tesla. Please see combinations below and samples on pages 17-22. Documents must be final copies (executed and signed). Review or “pro-forma” copies are not accepted. Samples 1-3 and 6-7 must be signed and dated.

Please submit a complete, clear and legible scan/photo with all details visible and include all pages.

Acceptable Tesla document combinations:

- **✓ Option 1:** One document from Column A
  - or
- **✓ Option 2:** All documents from Column B (electronically signed/time stamped)
  - or
- **✓ Option 3:** All documents from Column B (not signed; not time stamped) AND one signed document from Column C

<table>
<thead>
<tr>
<th>Column A</th>
<th>Column B</th>
<th>Column C</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Sample 1</strong> Retail Installment Contract</td>
<td>Sample 4 Motor Vehicle Purchase Agreement: Final Price Sheet</td>
<td>Sample 6 Delivery Declaration and Due Bill</td>
</tr>
<tr>
<td><strong>Sample 2</strong> Tesla Lease Agreement</td>
<td>OR</td>
<td>Sample 7 Motor Vehicle Purchase Agreement: Terms &amp; Conditions</td>
</tr>
<tr>
<td><strong>Sample 3</strong> Tesla Conditional Sale Contract and Security Agreement</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Proof of Order Date:
Proof of Order Date may be required in some circumstances.*
Sample 1 – Retail Installment Contract

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**Note:** This is a sample of a first page only; your agreement will be multiple pages. Please submit all pages.
Sample 2 – Lease Agreement

Note: This is a sample of a first page only; your agreement will be multiple pages. Please submit all pages.

Note: The agreement may be 3 or 5
# MOTOR VEHICLE PURCHASE AGREEMENT

**Final Price Sheet**

**DATE OF AGREEMENT:** 06/26/2020

**BUYER’S AND CO-BUYER’S NAME AND ADDRESS:**

**SELLER’S NAME AND ADDRESS:**
Tesla Motors Inc.
45500 Fremont Blvd.
Fremont, CA 94538

**DESCRIPTION OF PROPERTY**

<table>
<thead>
<tr>
<th>New/Used</th>
<th>Year</th>
<th>Make</th>
<th>Model</th>
<th>Style</th>
<th>Vehicle Identification Number</th>
<th>Mileage</th>
</tr>
</thead>
<tbody>
<tr>
<td>New</td>
<td>2020</td>
<td>TESLA</td>
<td>Model 3</td>
<td>Sedan</td>
<td></td>
<td>15</td>
</tr>
</tbody>
</table>

**PURCHASE PRICE**

1. **Total Vehicle Price**
   - A. Cash price of motor vehicle, options, accessories and fees. (See attached Vehicle Configuration for itemization.) $39,290.00 (A)
   - B. Other: N/A $0.00 (B)
   - C. Other: N/A $0.00 (C)
   - **Total Vehicle Price (A through C)** $39,290.00 (1)

2. **Sales Tax Calculation**
   - A. Trade-in tax credit (if applicable) $0.00 (A)
   - B. Taxable Fees (if applicable) $0.00 (B)
   - C. Subtotal of Taxable Items $39,290.00 (C)
   - D. Sales Tax $3,044.08 (2D)
   - E. Other: N/A $0.00 (2E)
   - **Total Cash Price (1 plus 2D and 2E)** $42,334.08 (2)

3. **Amounts Paid to Government Agencies**
   - A. Registration/Transfer/Titling Fees $261.00 (A)
   - B. License Fee (if applicable) $256.00 (B)
   - C. Tire Fee (if applicable) $7.00 (C)
   - D. Battery Fee (if applicable) $0.00 (D)
   - E. Other Fee(s): N/A $0.00 (E)
   - F. Other Fee(s): Electronic Filing Fee $30.00 (F)
   - **Total Government Fees (A through F)** $553.00 (3)

4. **Subtotal (2 plus 3)** $42,887.08 (4)

5. **Total Credits**
   - A. Deposit $0.00 (A)
   - B. Financed Amount: Schools First Federal Credit Union $36,000.00 (B)
   - C. EV Incentive (if applicable) $0.00 (C)
   - D. Trade in value applied to purchase (if applicable) $0.00 (D)
   - E. Customer downpayment $6,887.08 (E)
   - F. Other Credits $0.00 (F)
   - **Total Credits (A through F)** $42,887.08 (6)

6. **Amount Due from Buyer (4 through 5)** $0.00 (6)

*Seller may retain or receive part of the amounts paid to others.*

Auto Broker Fee: This transaction is not subject to a fee received by an auto broker from Seller unless this box is checked.

*If checked, name of auto broker receiving fee:* [ ]
Sample 4 – Motor Vehicle Purchase Agreement: Vehicle Configuration

Motor Vehicle Purchase Agreement
Vehicle Configuration

Customer Information

VIN

Reservation

Order Payment $0.00

Accepted by Customer on 06/05/2020

Vehicle Configuration

<table>
<thead>
<tr>
<th>Description</th>
<th>Total in USD</th>
</tr>
</thead>
<tbody>
<tr>
<td>Standard Range Plus Rear-Wheel Drive</td>
<td>$2,990.00</td>
</tr>
<tr>
<td>Rear-Wheel Drive</td>
<td>$0.00</td>
</tr>
<tr>
<td>All Black Partial Premium Interior</td>
<td>$0.00</td>
</tr>
<tr>
<td>Pearl White Paint</td>
<td>$0.00</td>
</tr>
<tr>
<td>18&quot; Aero Wheels</td>
<td>$0.00</td>
</tr>
<tr>
<td>Autopilot</td>
<td>$0.00</td>
</tr>
<tr>
<td>Model 3</td>
<td>$35,000.00</td>
</tr>
<tr>
<td>Model S</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

Subtotal $37,990.00

Destination Fee $1,125.00

Documentation Fee $75.00

Order Fee $100.00

Transportation Fee (if applicable) $0.00

Order Modification Fee (if applicable) $0.00

Total $39,290.00

Timestamp (date) as electronic signature required in “Accepted by Customer on” field

VIN Required
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Sample 5 – Delivery Declaration and Due Bill

Delivery Declaration

VEHICLE DESCRIPTION

<table>
<thead>
<tr>
<th>Year/Model</th>
<th>Buyer Name/s</th>
<th>VIN</th>
</tr>
</thead>
<tbody>
<tr>
<td>2018 / Model 3</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

BY SIGNING BELOW, YOU AGREE THAT YOU HAVE TAKEN DELIVERY OF YOUR MODEL 3 ON OR BEFORE 3/13/19 AND THAT YOU AGREE WITH YOUR FINAL MOTOR VEHICLE PURCHASE AGREEMENT, WHICH HAS BEEN UPLOADED TO AND IS AVAILABLE IN YOUR MYTESLA ACCOUNT.

All Signatures & Dates Required

Name of Buyer or Buyer’s Agent taking Delivery (please print): ________________________________
Signed: ____________________________________________
On behalf of: ____________________________ [Buyer Name/s]
Date: 3/13/19
Delivery Experience Specialist Signature: ____________________________