

## 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) \$ \_\_\_\_\_