



Department of Commerce

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Jon Husted, Lt. Governor

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Manufactured Homes Program



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I had the opportunity to attend the Midwest Manufactured Housing Expo in Louisville this year. Being on the inspection and installation side of things, it was interesting seeing this industry from the manufacturer’s and park developer’s perspective.

There has been a dramatic shift in the dynamics and perception of this industry from what it was five to 10 years ago. One of the first observations was that no one at the expo used the “T” word (trailer...!). The manufacturer’s and developers consider their products as “homes” (as they should) and strive to create environments equal to conventional residential construction.

The creation of outdoor living spaces, as well as open and aesthetically pleasing interior environments are some of the other unexpected design concepts of the industry. Many manufacturers have optional exterior covered front porches and decks, as well as larger great rooms open to the kitchen and dining areas.

Many manufacturers utilize interior designers that have created interior finishes and designs that are comparable to conventional homes, while keeping construction costs to an average of \$56 per square foot. Many of the homes provide hardwood floors, granite countertops, craftsman-style sliding barn doors, dimensional wall paper, built-in flat screen TVs, LED lighting, as well as incorporating capabilities for wireless technology. These aren’t your grandparent’s homes anymore.

Lastly, it was interesting to learn that the industry is using many of the social media platforms to market their products and park developments. The millennials and the retirees are the industry’s largest marketing targets. The millennials are looking for affordable, quality first-time homes, and the retirees have the cash available to customize the design of their down-sized permanent residence.

Geoff Eaton

Sections

- Superintendents Article.....1
- News & Updates.....2-4
- Contact Us.....5

Ohio Department of Commerce

Manufactured Homes Program

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News & Updates



Salesperson Renewals

As a reminder, the renewal period for sales licenses will run from May 2, 2019–June 30, 2019. Salespeople may renew online, or for this renewal period only, use the current paper renewal form. Salespeople are encouraged to create an account and renew online this year, as the next renewal cycle in 2021 will be online only.

The Ohio e-License portal can be accessed at https://elicense.ohio.gov/oh_homepage.

Salespeople will receive a renewal notice with more detailed renewal instructions in the mail followed by a system-generated email notice of renewal.

Changes to LHD Contracts for Annual Inspections

The Division of Industrial Compliance (DIC) is in the process of setting up new contracts with local health districts (LHDs) to perform annual inspections of manufactured home parks. There are three big changes to the contracts, which will impact any LHD doing inspections:

Expanded Inspection Time Frames

Each LHD may choose one of the two inspection time frames in which the LHD will perform park inspections for a jurisdiction. Each inspection time frame has been expanded by one month to give LHDs more time to complete inspections. The new inspection time frames are between:

- March 1 and June 30
- July 1 and Oct. 31

Increased Time for Payment

The state of Ohio will pay LHDs for their inspections within 45 days of receipt of an invoice. Previously, LHDs were paid within 30 days from submission of an invoice, so LHDs may see a small increase in the time between submission of an invoice and payment.

Moving to Fiscal Year Terms

To align with the state of Ohio's fiscal year, the terms for the one-year LHD contracts will now also be on a fiscal year schedule from July 1 of each calendar year to June 30 of the following calendar year. To transition the contracts into the fiscal year schedule, there will be a six-month contract from Jan. 1, 2019–June 30, 2019, and then beginning on July 1, 2019, all LHD contracts from that point forward will be for one-year terms. So, while all LHDs that wish to perform inspections will be given the one-year contract for July 1, 2019 to June 30, 2020, the only LHDs that will need to enter into the six-month contract will be those LHDs that choose to perform park inspections during the March 1, 2019 to June

30, 2019 time frame. DIC has asked all LHDs to inform it of when they will be performing inspections, if at all, so the six-month contract will be sent to the appropriate LHDs.

If there are any questions or concerns, please call 614-644-5594 or e-mail Moran.Nusbaum@com.state.oh.us.

Installation Notices for County Auditors and Treasurers

Whenever a manufactured home is installed within the state of Ohio, the installer is required to provide written notice of the installation to both the auditor and treasurer of the county where the home is located. The installation notice must be given within 14 days after an installation and must include the address or location of the installation, the date of the installation, the make and model of the installed home, and the homeowner's name. The Notice of Home Installation to County Auditor and Treasurer is available [here](#).

While the installation notice contains important information for the county of installation, it is also a useful tool for the Division of Industrial Compliance to verify that manufactured homes are being installed in compliance with the law and are safe to occupy. When the Division receives such notices from county auditors and treasurers, the Division checks the seal report to make sure a manufactured home was installed with a permit and passed all required inspections. If it appears that a manufactured home did not go through all the necessary steps, the inspector and/or the Division can then issue notices and take action to prevent the home from being used or occupied prior to approval by a certified inspector.

It is vital installers provide the required installation notice to both the county auditor and the county treasurer after every manufactured home installation. Failure to do so can create problems for the county and the homeowner; and also can result in an installer's license being suspended, revoked, or not being renewed.

Signage Rule Change

Proposed rules for the Manufactured Homes Program have been filed, including one rule regarding dealership signage requirements. Previously, the Ohio Administrative Code allowed for dealership signage to be in the name of the manufactured home park or the dealership. With this change, the dealership will need to display a sign that includes the name of the dealership as it is licensed with the Division of Real Estate & Professional Licensing.

That name will be either the legal name or "doing business as" (DBA) name registered with the Ohio Secretary of State. The sign must also be "permanent, properly maintained, and prominently displayed by the entrance of the office, if the sign is not visible from the public roadway." The Division is ready to work with dealers should modifications to existing signage be needed to comply with the rule.



News & Updates *continued*

Parent Company/Ohio LLC

The Division of Real Estate & Professional Licensing continues to encounter issues with applicants for a dealer license not disclosing the right principals, members or officers when an out-of-state parent company owns a smaller business entity, such as a Limited Liability Company (LLC), based in Ohio.

If the Ohio LLC on the application has a board of directors/trustees or officers, those individuals must be listed on the application and submit fingerprints for the criminal history check. If the Ohio entity does not have governance in-state, then the board members/trustees or officers of the parent company must be listed on the application and submit fingerprint cards to the Ohio Bureau of Criminal Identification & Investigation. The dealer application must also list all owners owning 10 percent or more of the dealership.

For example, if Ohio Company LLC is applying for a dealer's license, each individual owning 10 percent or more of the dealership and all officers of the LLC would be listed on the application and fingerprinted. However, if Ohio Company LLC is a subsidiary of National Company LLC and Ohio Company LLC has no officers/individual owners, then the officers/owners of National Company LLC must be listed on the application and fingerprinted.



OTA Conference

Staff from the Department of Commerce attended the annual Ohio Township Association conference in January with a booth for the Manufactured Homes Program for the second year and were able to answer questions and meet people from all across Ohio! It was a pleasure meeting those of you who came out!





Manufactured Homes Advisory Council

The Manufactured Homes Advisory Council recently met on Friday, Mar. 1 at 9:30 a.m. at the Vern Riffe Center, 77 South High Street, 22nd Floor, Columbus.

The Manufactured Homes Advisory Council is made up of seven appointed members who have knowledge or expertise of the manufactured homes industry. The council advises the Director of the Department of Commerce concerning the director's duties in the regulation of manufactured housing in Ohio.

Contacts

Installers

Ohio Construction Industry Licensing Board (OCILB)
614-644-3495 or Carol.Ross@com.state.oh.us

Inspectors

Board of Building Standards
614-644-2613 or Michael.Lane@com.state.oh.us

Installation Inspection/Seal Reports

Bureau of Building Code Compliance
614-644-2231 or Bryant.Hillman@com.state.oh.us

Parks (including park complaints)

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Dealers/Brokers

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Salespersons

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Dispute Resolution

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