



Manufactured Home Salesperson’s License Application

- New Application** (fingerprinting required – see below) – **Fee \$153.50***
- Transfer and/or Reinstatement** – **Fee \$28.50***
- Duplicate License** – **Fee \$25.00**

*Full-time or part-time salespersons **must** apply for a salesperson's license immediately upon being hired by the manufactured home dealer, and shall be prohibited from offering for sale, displaying for sale or selling manufactured homes until licensed. All Ohio residents applying for a new salesperson's license must be electronically fingerprinted (BCI&I Only). The fingerprint results have to be received directly from the BCI to the Division of Real Estate & Professional Licensing (Division). Fingerprint cards are only used for out-of-state applicants. For a complete list of electronic fingerprinting locations in Ohio, visit <http://www.ohioattorneygeneral.gov/Business/Services-for-Business/WebCheck/Locations>.

***Out-of-state applicants** may submit a fingerprint card and exemption form in lieu of having their prints electronically scanned. Please contact the Division at 614-466-4100 to obtain a fingerprint card and an exemption form.

NOTE: Reason Code is “Other”. Limited background checks run by the Division are solely for licensing purposes specifically addressed in Ohio Administrative Code 4781-11.

Salesperson Information

Please type or print legibly. All fields are required.

Date		Social Security Number		
Last Name		First Name		MI
Home Address				
City		State	ZIP Code	Phone Number
Email Address (Home or Business)				Date of Birth

Are you presently an Ohio manufactured home licensed salesperson? Yes No

If yes, indicate your license number: _____

*** \$3.50 eLicense system fee**

Dealer Information

Please type or print legibly. All fields are required.

License Number	Phone Number	County	
Dealership Name		Email	
Business Address			
City		State	ZIP Code

Work History

In the area below, type or print legibly your work experience, beginning with your most recent employer.

Employer	Address	Date Hired	Date Terminated	Reason for Termination

1. Have you ever had an application for a manufactured home salesperson's license refused, revoked or suspended? If **"YES,"** give details on a separate sheet and submit with the application.
 Yes No
2. Have you ever been employed by a dealer whose license to deal in manufactured homes was revoked or suspended? If **"YES,"** give details on a separate sheet and submit with the application.
 Yes No
3. In connection with selling or otherwise dealing in manufactured homes, have you ever been convicted of or pleaded guilty or no contest to a felony or misdemeanor or had a judgment rendered against you in any civil or criminal action? If **"YES,"** you must provide journal entries showing final disposition. **Failure to do so will result in a delay in the processing of the application.**
 Yes No
4. Have you, individually, or as owner, partner, officer or director of a business entity, ever been convicted of, pleaded guilty to, or had a judgment rendered against you in a civil action for violation of Chapter 4781 of the Ohio Revised Code? If **"YES,"** you must provide journal entries showing final disposition. **Failure to do so will result in a delay in the processing of the application.**
 Yes No

NOTE: If you answered yes to any of the above questions, please provide the details and documents requested.

Additional information may be required if any arrest is found on the criminal background check that cannot clearly be identified as not related to dealing in manufactured homes. Journal entries showing final disposition will be required. **Failure to submit this information will result in a delay in the processing of the application.**

