



# Manufactured Home Dealer/Broker Application

### Indicate Type of License:

- New Manufactured Homes (Can sell both new & used) **Fee - \$253.50\***
- Manufactured Home Broker (Can sell used) **Fee - \$253.50\***
- Used Manufactured Homes **Fee - \$253.50\***
- Duplicate License **Fee - \$25.00** (Please complete name, address, license number and signature)

Please type or print legibly. All fields are required.

Business Name			(Located In Park? <input type="checkbox"/> Yes <input type="checkbox"/> No)	Business Phone Number ( )
DBA or Fictitious Trade Name (If Applicable)				Alternative Phone Number ( )
Business Street Address				Fax Number ( )
City	State	ZIP Code	County	Email Address

- Are you or one of your employees a licensed installer in Ohio?  Yes  No
- List the responsible party/installer in your dealership to ensure permit and installation compliance.  
\_\_\_\_\_
- Does this dealership/brokerage have another location within this county?  Yes  No  
If so, please fill out form REPL-17-0024.
- Applicants for **NEW** manufactured home dealers license only: Indicate each new make to be sold: (Statements of Contract and Form REPL-17-0021, must be submitted for the makes listed below.)

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- Indicate style of business:  
 Proprietorship  Partnership  Corporation  Business Trust  Limited Liability
- Please list officers of your organization below.

<input type="checkbox"/>	Sole Proprietor	Last Name	First Name	MI
<input type="checkbox"/>	Partner	Home Address		Social Security Number
<input type="checkbox"/>	President	City		State
<input type="checkbox"/>	Trustee			ZIP Code
<input type="checkbox"/>	Director			
<input type="checkbox"/>	Member (owning 10% or more)			

<input type="checkbox"/>	Partner	Last Name	First Name	MI
<input type="checkbox"/>	Vice President			
<input type="checkbox"/>	Trustee	Home Address		Social Security Number
<input type="checkbox"/>	Director			
<input type="checkbox"/>	Member (Owning 10% or more)	City	State	ZIP Code
<input type="checkbox"/>				

<input type="checkbox"/>	Partner	Last Name	First Name	MI
<input type="checkbox"/>	Secretary			
<input type="checkbox"/>	Trustee	Home Address		Social Security Number
<input type="checkbox"/>	Director			
<input type="checkbox"/>	Member (Owning 10% or more)	City	State	ZIP Code
<input type="checkbox"/>				

<input type="checkbox"/>	Partner	Last Name	First Name	MI
<input type="checkbox"/>	Treasurer			
<input type="checkbox"/>	Trustee	Home Address		Social Security Number
<input type="checkbox"/>	Director			
<input type="checkbox"/>	Member (Owning 10% or more)	City	State	ZIP Code
<input type="checkbox"/>				

Ohio residents who are owners, partners, president, all members owning 10 percent or more, and all trustees **MUST** be electronically fingerprinted and have results forwarded to the Division of Real Estate & Professional Licensing, 77 S. High St., 20<sup>th</sup> Floor, Columbus, OH, 43215. Visit <http://www.ohioattorneygeneral.gov/Business/Services-for-Business/WebCheck/Webcheck-Community-Listing> for a complete listing of electronic fingerprinting locations in Ohio.

**Only out-of-state** applicants may submit a finger print 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.

Manufactured Home Broker applicants are not required to submit fingerprints.

**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.**

**Answer each of the following questions truthfully to the best of your knowledge.**

7. **Dealers:** I, as the applicant, (A) affirm that the business listed on this application has a net worth of at least \$75,000 (Net worth = assets minus liabilities), AND (B) has a \$25,000 Surety Bond which will be maintained during the entire period for which the license is held.  Yes  No

**Brokers:** I, as the applicant, (A)-affirm that I will maintain a special or bank trust account for the duration of my licensure AND (B) have a \$25,000 Surety Bond which will be maintained during the entire period for which the license is held.  Yes  No

8. Has the applicant, or any of the applicant's owners, partners, officers, members, directors or trustees:

**A.** Previously applied for a manufactured home dealer's license?  Yes  No – If yes, please list below:

Business Name Applied In	Date	Type of License	License Number – If Issued
Business Name Applied In	Date	Type of License	License Number – If Issued

**B.** Ever been refused such a license, or had it suspended or revoked?  Yes  No

9. Are you an owner, partner, corporate officer, member, trustee or director in any other new or used manufactured home dealership?

10. Have you or any of the applicant's partners, officers, members, trustees or directors:

A. Ever been convicted of a felony?  Yes  No

B. Ever been convicted of an offense that was related to the selling of, or dealing in, manufactured homes?  
 Yes  No

If you answered "yes" to either question A or B above, please provide the following information:

(1) The court's journal entry showing the final disposition of your conviction,

(2) The charge of which you were convicted.

(3) Please attach a short summary of the charge of which you were convicted.

C. Ever had a civil judgment rendered against you/him/her that resulted from the transaction of business as a manufactured home dealer, which remains unsatisfied today?  Yes  No

If you answered "yes" to question C above, please provide the following information:

(1) The court's journal entry showing the final disposition of the judgment;

(2) The court of jurisdiction that decided the civil judgment;

(3) That court's case number; and

(4) The date the civil judgment was issued.

Any arrest that is found on the criminal background check that cannot clearly be identified will require journal entries showing final disposition. **Failure to submit this information will result in a delay in the processing of the application.**

11. Will any business other than a licensed manufactured home dealer be operated from this proposed dealership location? (This includes a business operating from the building your office is housed in, any other building on the dealership's lot, or from the lot itself.)  Yes  No

If yes, what type of business is sharing the location, what is its business name and what is its relationship to this proposed manufactured home dealership? Please provide those answers on a separate sheet and submit with the application.

Business Name	License Number
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I also affirm that all statements in the foregoing application and in any attached sheets are true and correct and that I, as proprietor, as a partner, an officer, member or trustee, have authority to sign this application and to make the statements contained herein, and have read and understand the instructions and checklist, (REPL-17-0023).

\_\_\_\_\_  
Date of Application

**X** \_\_\_\_\_  
Signature (Owner, Partner, President, Member or Trustee)

\_\_\_\_\_  
Title

\_\_\_\_\_  
Printed or Typed Name of Signee

**\* \$3.50 eLicense system fee**

**Notary:**

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_ in the County of \_\_\_\_\_ State of \_\_\_\_\_.

(SEAL)

My commission expires \_\_\_\_\_ X \_\_\_\_\_  
Notary Public

Make check payable to "Division of Real Estate & Professional Licensing." Fees are as follows, and are non-refundable: (Please DO NOT send cash)

License ( <b>Required</b> )	1	@ \$250.00	\$250.00
<b>Total Fees Due</b>			

Mail application with payment, photographs and proof of bond to:

Division of Real Estate & Professional Licensing  
77 S. High St.  
20<sup>th</sup> Floor  
Columbus, OH, 43215

**Please note all dealer licenses renew on March 31 of odd years regardless of where the initial issue date falls.**