



Manufactured Home Salesperson Licensing Information & Instructions: Who Needs a License?

All employees who offer for sale, display for sale or sell manufactured homes for a dealer must be licensed as a salesperson.

Full-time or part-time salespersons **must** apply for a salesperson's license immediately upon being hired by a licensed manufactured home dealer, and shall be **prohibited** from offering for sale, displaying for sale or selling manufactured homes until such employee is licensed. [Ohio Revised Code Section 4781.16)]

Individual owners, partners in a manufactured home dealership, and members of an LLC owning 10 percent or more are **not** required to have a salesperson's license. Also, the president of a corporation is **not** required to have a salesperson's license, however, all other officers who sell manufactured homes must be licensed.

Application Requirements for Salesperson License

New/First Applicants

Persons who have not held a valid Ohio Manufactured Homes Salespersons license during the past 12 months are considered New/First applicants and must submit the following:

- Application for license (REPL-17-0018). All fields/boxes **MUST** be completed and legible. Incomplete and/or illegible applications will result in a delay in processing.
- All Ohio residents must be electronically fingerprinted (BCI&I only; **Reason Code: "OTHER"**) and have the results forwarded to the Division of Real Estate & Professional Licensing, 77 S. High St., 20th Floor, Columbus, OH 43125.

Out-of-state applicants may request a fingerprint card from the Division at 614-466-4100 (**Reason Code: "OTHER"**). Results must be forwarded to the Division, 77 S. High St., 20th Floor, Columbus, OH 43215.

- \$150.00 licensing fee (plus \$3.50 processing fee).

For a complete listing of electronic fingerprint locations in Ohio, visit www.ohioattorneygeneral.gov/Services/Business/WebCheck and click on Popular Services.

Limited background checks being run by the Division is only for licensing purposes specifically addressed in the Ohio Administrative Code 4781-11.

Transfer/Reinstatement Applicants

Persons who hold a valid Ohio Manufactured Homes Salespersons license may transfer their license from one licensed dealership to another or reinstate a license if rehired after leaving a dealership by submitting the following:

- Application for license (REPL-17-0018). All fields/boxes **MUST** be completed and legible. Incomplete and/or illegible applications will result in a delay in licensing.
- \$25.00 transfer license fee (plus \$3.50 processing fee).

A transfer is not necessary if the salesperson is simply moving to another dealership owned by that same corporation, even if it is located in another county.

Renewal and Transfer Applicants

Persons who need to renew and transfer their license from one dealership to another at the same time must submit the following:

- Renewal Application for license (REPL-17-0019). All fields/boxes MUST be completed and legible. Incomplete and/or illegible applications will result in a delay in licensing.
- \$150.00 license fee(plus \$3.50 processing fee).

Duplicate License

Persons whose current license is lost, mutilated or destroyed may apply for a duplicate license by submitting the following:

- Application for license (REPL-17-0018). All fields/boxes MUST be completed and legible. Incomplete and/or illegible applications will result in a delay in licensing.
- \$25.00 duplicate license fee.

Make checks payable to: Division of Real Estate & Professional Licensing

Fees Are Non-Refundable

Important Information

- If the applicant answers "YES" to any question, the applicant must provide certified journal entries showing final disposition and a written explanation with the application for license. Failure to do so will result in the delay in issuance of the license.
- 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.
- All manufactured homes salespersons licenses expire on the last day of June biennially, every two years.
- The dealer must submit a salesperson termination notice to the Division immediately if a salesperson leaves his/her employer.

If you have any questions or need applications and/or forms, visit www.com.ohio.gov/real.