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# COMMONWEALTH of VIRGINIA

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Director

## DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT

### MEMORANDUM

**DATE:** October 26, 2010  
**TO:** All Interested Parties  
**FROM:** State Building Code Administrative Office  
**SUBJECT:** Instructions for completing the Broker's Application

Pursuant to §36-85.18 of the Code of Virginia, the Manufactured Housing Board has implemented regulations to provide for the mandatory licensing and regulation of manufactured home manufacturers, dealers, brokers and salespersons. Below, you will find detailed instructions on how to properly complete the necessary application to become licensed as a broker. Should you have any questions or comments, you may contact the State Building Code Administrative Office at (804) 371-7160 or Jim Davidson at (804) 371-7173.

#### QUESTION 1

The type of application will be either an initial or a renewal license for which you would have received a renewal notice. In the case of a renewal, a completed application form must be submitted along with your renewal notice.

#### QUESTIONS 2, 3, 4 and 5

Information on the business should be for the office that is actually becoming licensed. Each business office is required to have a separate license. All information should pertain to that particular location or office.

#### QUESTION 6

Name and title of individual designated "In Charge" would be the one person who is responsible for the daily operation of the office and its employees.

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**QUESTION 7**

List the name of the individual applying for the license. This individual will be contacted if we have any questions or concerns.

**QUESTION 8**

List the email address of the individual applying for the license.

**QUESTION 9**

Your Federal Identification Number is a nine-digit number assigned to you by the federal government for taxation purposes.

**QUESTIONS 10 and 11**

List the state in which you applied for and obtained incorporated. Business hours should reflect the hours you have posted at the site.

**QUESTION 12**

All owners, officers, partners, etc. should be listed by their full names, titles and complete mailing addresses, including street and or post office box. This information will be retained in your file and should be updated as necessary.

**QUESTION 13**

List any licenses you have held in Virginia in the last five years. All license numbers should be listed. If your previous license was issued through the Department of Motor Vehicles, please indicate this as well.

**QUESTION 14**

Please list any other business locations owned by the same company or corporation and currently licensed or to be licensed by the Manufactured Housing Board.

**QUESTION 15**

List the full names of all employed salespeople along with full physical description. This includes date of birth, sex, height, weight, hair and eye color. You should attach a separate sheet if necessary.

**Finally, you need to complete the questions concerning convictions and sign the "Statement of Compliance".**

**Return your completed application, a copy of your current financial statement, verification of a business office as well as verification of a permanent business sign (photographs are acceptable) and a check or money order made payable to the "Treasurer of Virginia". The initial license fee is \$150.00 and the Transaction Recovery Fund fee of \$500 per location. The annual license renewal is \$100.00 per location.**