



Robert F. McDonnell
Governor

James S. Cheng
Secretary of
Commerce and Trade

COMMONWEALTH of VIRGINIA

William C. Shelton
Director

DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT

MEMORANDUM

DATE: October 26, 2010

TO: Applicants for Renewal of Salesperson's License

FROM: State Building Code Administrative Office

SUBJECT: Statement of Compliance for Renewal of Salesperson's License

Each licensed salesperson shall apply for license renewal annually, by application or renewal notification accompanied by the required fee of \$50. Applicants for license renewal shall meet **“all”** criteria for original licensing. Annual renewal or expiration of a license is one year from the issue date of a license, as per Article 4, Salespeople, 13 VAC 6-20-130. License required; annual renewal, Item B of the Virginia Manufactured Housing Licensing and Transaction Recovery Fund Regulations.

Please read each question below and circle the appropriate response. Return this completed form with your annual renewal by application or renewal notification and required fee. If you answer 'yes' to any of the following questions, please attach a separate sheet explaining the circumstance(s) from start to finish. Include names, dates, court of jurisdiction, sentencing report and a copy of any probation papers or release statement. The Virginia Manufactured Housing Board shall review this information before a renewal license can be issued.

- A. Have you been convicted of a felony since your initial licensing by the Virginia Manufactured Housing Board? Yes No
- B. Have you been convicted of any fraudulent or criminal acts in connection with the business of selling manufactured homes, since your initial licensing by the Virginia Manufactured Housing Board? Yes No

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- C. Have you been convicted of larceny or receipt of sale or stolen property, since your initial licensing by the Virginia Manufactured Housing Board? Yes No

Statement of Compliance

I certify that I am familiar with the Manufactured Housing Licensing and Transaction Recovery Fund Regulations and other laws, which govern the manufactured housing industry. I am in compliance with all such laws and regulations and the answers contained above are true and correct. I have the authority to sign this application and answer the questions listed above.

Date

Signature of Applicant & Print Name

Signature of Manager & Print Name

Name of Business