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# COMMONWEALTH of VIRGINIA

DEPARTMENT OF  
HOUSING AND COMMUNITY DEVELOPMENT

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Director

## MEMORANDUM

Date: August 27, 2010

To: All Interested Parties

From: The State Building Code Administrative Office

Subject: Instruction for completing Salespersons 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. 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

Type of application will be either an initial (or first time issue) 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 and 3

Please supply your full name as well as any aliases you may be known by.

### QUESTION 4

Your full home mailing address will include a street and/or P. O. Box or Route Numbers, City, State and Zip Code.

## QUESTION 5

Please include both work and home phone numbers.

## QUESTION 6

Email address of individual applying.

## QUESTION 7

Your Employer's Federal Identification Number is a nine-digit number assigned to your employer by the federal government for taxation purposes.

## QUESTIONS 8

Complete this section giving us a full physical description.

## QUESTION 9, 10, and 11

Complete the full name of the company you are employed by. Indicate whether the company is a dealer, manufacturer, or broker, its full physical address including a street and/or P. O. Box and the full mailing address of the company.

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

Along with your completed application, you must include a check or money order made payable to the "Treasurer of Virginia". Your check must include your license fee of \$50.00 AND your Transaction Recovery Fund Assessment of \$50.00, if this is an initial application. Total amount due is \$100.00. Annual renewal fee is \$50.00.

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