

11 NCAC 08 .0904 FORMS

(a) An application for a license as a manufactured housing manufacturer or manufactured housing dealer shall include the following:

- (1) the name of the person or business applicant;
- (2) the business address of the applicant;
- (3) the state under whose laws the applicant firm or corporation is organized or incorporated;
- (4) a resume of each owner, partner, and officer of the applicant firm or corporation. Each resume shall state his or her education and a complete job history, as well as a listing of residences for the last seven years;
- (5) the type of license applied for;
- (6) a signature of the person with authority to legally obligate the applicant; and
- (7) a statement that the appropriate bond is attached.

(b) An application for a license as a manufactured set-up contractor shall include the following:

- (1) the name of the person or business applicant;
- (2) the business address of the applicant;
- (3) the state under whose laws the applicant firm or corporation is organized or incorporated;
- (4) a resume of each owner, partner, or officer of the applicant firm or corporation. Each resume shall state his or her education and a complete job history, as well as a listing of residences for the last seven years;
- (5) the type of license applied for;
- (6) a signature of the person with authority to legally obligate the applicant;
- (7) a statement that the appropriate bond is attached;
- (8) a criminal history record check consent form signed by each owner, partner, and officer of the applicant firm or corporation with their initial application and other documentation or materials required by G.S. 143-143.10A; and
- (9) the social security number for each owner.

(c) An application for a license as a manufactured housing salesperson shall include the following:

- (1) the name of the applicant;
- (2) the applicant's address;
- (3) the name and business address of the dealer employing the applicant;
- (4) the name and address of previous employers of the applicant for the past three years;
- (5) three personal references;
- (6) a wallet size photograph;
- (7) a criminal history record check consent form signed by each applicant with their initial application and other documentation or materials required by G.S. 143-143.10A; and
- (8) The applicant's social security number.

(d) Corporate surety bonds, as specified in 11 NCAC 08 .0905, shall include the name of the applicant, the name of the surety, the amount of the bond, and the terms of cancellation.

(e) The Board shall provide applications for renewal of licenses, which shall include the name and address of the applicant, the type of license, the date the license expires, the amount of the license renewal fee, and instructions for completion.

(f) A request for cancellation of license shall include the name and address of the licensee, the effective date of the cancellation, the specific reason for the cancellation, and the signature of the person with authority to legally obligate the licensee.

(g) All applications pursuant to this Rule shall use a form provided by the Manufactured Housing Board. Each application and form required by this Rule may be obtained from the North Carolina Manufactured Housing Board, c/o North Carolina Department of Insurance, Manufactured Building Division, 1202 Mail Service Center, Raleigh, NC 27699-1202.

*History Note: Authority G.S. 110-142.1; 132-1.10; 143-143.10; 143-143.10A; 143-143.11; 143-143.12;
Eff. January 1, 1983;
Amended Eff. July 1, 2017; February 1, 2006; March 1, 1988;
Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. January 9, 2018.*