

**WEST VIRGINIA MANUFACTURED HOUSING CONSTRUCTION AND SAFETY
STANDARDS BOARD**

YOUR APPLICATION FOR A LICENSE WITH THE MANUFACTURED HOUSING BOARD CAN NOT BE PROCESSED UNLESS THE FOLLOWING INFORMATION IS RECEIVED WITH THE APPLICATION

- 1. Section I must be completed as outlined. Corporation, Partnership or LLC section must be completed with % of Interest included.**
- 2. All areas of the Financial Information page (Section II) must be completed. Section III must be completed and notarized. Dealerships and Contractors must include the West Virginia Contractor Licensing Board License number, and include a copy of the license with this application (*Classification required: Manufactured Home Installation*). West Virginia Dealerships must include their West Virginia Division of Motor Vehicle's DTR license number. Liability Insurance Carrier information must be completed and a copy of the Liability Insurance certificate must be included with the application.**
- 3. Section IV must be completed and notarized.**
- 4. Section V is a Biographical Affidavit. A separate Biographical Affidavit must be completed, signed and notarized for each officer, partner, member, stockholder (5% + stock) or owner of the business entity on the Application for Licensure. The affidavit(s) must be included with the application.**
- 5. Complete Section VI. (List all company names and license numbers)**
- 6. Recovery Fund signature page completed and signed by applicant. (Section VII)**

IN ADDITION TO THE ABOVE THE FOLLOWING MUST BE INCLUDED WITH APPLICATION

- 1. A blank Consumer/Dealer installation contract, if applicant is dealership or installer/contractor. (Sample contract included)**
- 2. A blank Notice of Consumer Rights Form, (printed, per example, on carbonless paper), if applicant is dealership or installer/contractor. Be sure and have your company name address and phone number printed on the form.**

Note: If applicant is an installer/contractor that does not deal directly with consumers, but subcontracts from other licensees, Consumer/Dealer Contracts and Notice of Consumer Rights forms are not required. A signed, notarized statement is required to be submitted with the application to verify this mode of operation.