

# Exemption Contract Requirements

A written contract between a Dealer/Distributor or Contractor licensed with the West Virginia Contractor Licensing Board and West Virginia Manufactured Housing Construction and Safety Standards Board and Sub-Contractor must be executed on the exemption contract form prescribed and approved, see enclosure, by the board.

An addendum may be added to a written contract after the execution date of the original contract. The addendum must make specific reference to the original contract document and be signed and dated by both the Dealer/Distributor or Contractor and the Sub-Contractor.

The **Sub-Contractor** performing the work described in the written contract will:

- **Be required** to be licensed properly with the WV Contractor Licensing Board.
- **Not be required** to obtain a license with the West Virginia Manufactured Housing Board.
- **Not be required** to pay the assessment fee to the recovery fund.

The **Dealer/Distributor** or **Contractor** will:

- **Be responsible** for the work being performed by the Sub-Contractor.
- **Be responsible** for any payment from the recovery fund resulting from the Sub-Contractor's work.
- **Be responsible** for keeping a copy of the approved contract in the consumer's file, (which is subject to inspection).

The following West Virginia Contractor License classification is required to perform installation of a manufactured home:

## **Manufactured Home Installation Contractor**

If you have any questions regarding the required classification to perform work on a manufactured home, please call our office at (304) 558-7890.

# Exemption Contract

This contract is between

\_\_\_\_\_

Dealer or Contractor Name

and

\_\_\_\_\_

Sub-Contractor Name

\_\_\_\_\_

Address 1

\_\_\_\_\_

Address 1

\_\_\_\_\_

Address 2

\_\_\_\_\_

Address 2

\_\_\_\_\_

WV Contractor Licensing Board License #

\_\_\_\_\_

WV Contractor Licensing Board License #

\_\_\_\_\_

WV Manufactured Housing License #

Note: Must be licensed properly with the WV Contractor Licsning Board before an exemption contract can be utilized.

concerning the home of

\_\_\_\_\_

Consumer/s Name

located

\_\_\_\_\_

Address 1

\_\_\_\_\_

Address 2

The scope of work to be performed is:

\_\_\_\_\_

Description of work on the manufactured home or site

The approximate starting date is:

\_\_\_\_\_

Date

The total cost of the contract is:

\_\_\_\_\_

Cost

I

\_\_\_\_\_

Sub-Contractor Name

agree to perform the work and be compensated as stated

above.

\_\_\_\_\_

Dealer or Contractor Signature

\_\_\_\_\_

Date

\_\_\_\_\_

Sub-Contractor Signature

\_\_\_\_\_

Date

The **Sub-Contractor** performing the work described above will not be required to obtain a license with the West Virginia Manufactured Housing Construction and Safety Standards Board and will not be required to pay the recovery fund assessment.

The **Dealer or Contractor** using the sub-contractor will be responsible for:

1. The work being performed by the Sub-Contractor.
2. Any payment from the Recovery Fund resulting from the Sub-Contractor's work.
3. Keeping a copy of this contract and Sub-Contractor's West Virginia Contractor Licensing Board license in the consumer's file.

The following WV Contractor License classification is required to perform installation: **Manufactured Home Installation Contractor.**