South Carolina Department of Labor, Licensing and Regulation
South Carolina Manufactured Housing Board
110 Centerview Drive • Columbia SC 29210
P.O. Box 11329 • Columbia, SC 29211-1329
Phone: 803-896-4682 • contactllr@llr.sc.gov • Fax: 803-896-4814
www.llronline.com/POL/ManufacturedHousing

Manufactured Home Manufacturer Application Instructions

Include with Application:

- Certified Check or Money Order for the applicable fee of $300 made payable to **SCMHB**.
  A returned check fee of up to $30, or an amount specified by law, **may** be assessed on all returned funds.
- $75,000 Surety Bond made payable to SCMHB.
- Reviewed Financial Statement prepared by a CPA (Certified Public Accountant).
- Articles of Incorporation if a corporation, Articles of Association if a Limited Liability Company or Partnership Agreement, if a partnership.
- 3 bank reference letters and 1 business reference letter.
- Proof of registration with the S.C. Department of Revenue.
- SLED background check. Contact www.sled.sc.gov or 803.737.9000.
- Statewide criminal background check(s) for every state of residence for the past seven years.
  - For partnerships, the background check is required for each partner.
  - For corporations, the background check is required for each executive officer, principal share holder(s) and Authorized Official.

COMPANY INFORMATION:

Company Name: _____

DBA "*Doing Business As*" Name: _____

Business Address: _____ City: _____ State: _____ Zip: _____

Business Mailing Address: _____ City: _____ State: ____ Zip: _____
(If different than above)

Business Phone: _____ Email Address: _____

Tax identification Number issued by the South Carolina Tax Commission: _____

Federal Identification Number issued by the Internal Revenue Service: _____

Is this a corporation? ○ Yes ○ No If yes, give the state of the incorporation: _____.
List the names of the individual principal officers and their percent of business ownership. Also list the name(s) of any other individual(s) who has 5% or more financial interest in the business.

NAME	%OWNERSHIP	TITLE	DATE OF BIRTH	SS#

If this is not a corporation, have you complied with the laws of South Carolina regarding qualifications for doing business in this state? ○ Yes ○ No. If no, explain: _____.

Is this a Partnership? ○ Yes ○ No. Is this a Sole Proprietorship? ○ Yes ○ No. If applicable, attach a copy of the Articles of Incorporation or Partnership Agreement.

Has there ever been a previous license from this Board? ○Yes ○No If yes, provide license number and reason why license is not current, i.e., revoked, lapsed, suspended, cancelled. _____

_____.

PRIOR EMPLOYMENT:

List the past seven (7) years employment history for applicant, each corporate officer or partner. You may attach an additional sheet if needed.

EMPLOYER NAME	OFFICE ADDRESS	REASON FOR LEAVING	FROM - TO Month / Yr	POSITION TITLE

PERSONAL HISTORY:

1. Have you ever appeared or been ordered to appear before the South Carolina Manufactured Housing Board? ○Yes ○No
   If yes, give details. _____.

2. Have you within the past seven (7) years been found guilty, pleaded guilty or entered a plea of nolo contendere in this or any other state for forgery, fraud, embezzlement, obtaining money under false pretenses, extortion, conspiracy to defraud, bribery, any crime of moral turpitude, or been convicted of a felony or of a violent crime as defined in S.C. Code Section 16-1-60? ○Yes ○No
   If yes, give details. _____.

3. Have you ever been licensed by another regulatory agency in South Carolina or any other state?
   ○Yes ○No
   If yes, give details. _____.

Privacy Act Disclosure:

South Carolina Law requires that every individual who applies for an occupational or professional license provide a social security number for use in the establishment, enforcement and collection of child support obligations and for reporting to certain databanks established by law. Failure to provide your social security number for these mandatory purposes will result in the denial of your licensure application. Social security numbers may also be disclosed to other governmental regulatory agencies and for identification purposes to testing providers and organizations involved in professional regulation. Your social security number will not be released for any other purpose not provided for by law.

Other personal information collected by the Department for the licensing boards it administers is limited to such personal information as is necessary to fulfill a legitimate public purpose. The South Carolina Freedom of Information Act ensures that the public has a right to access appropriate records and information possessed by a government agency. Therefore, some personal information on the application may be subject to public scrutiny or release. The Department collects and disseminates personal information in compliance with The South Carolina Freedom of Information Act, the South Carolina Family Privacy Protection Act, and other applicable privacy laws and regulations. Additionally, the Department shares certain information on the application with other governmental agencies for various governmental purposes, including research and statistical services.

Certification:

I,_____, am the person described and identified, of good moral character, and the person named in all documents in support of this application. I certify that all statements contained herein are true and correct to the best of my knowledge. I further understand that false or incorrect information provided by me may result in the cancellation of any license issued pursuant to this application as well as the filing of appropriate civil and criminal proceedings.

_____ _____

Signature of Applicant **Date**

Sworn and Subscribed before me this_____day of_____, 20_____.

_____

NOTARY SIGNATURE

Print Notary Name: _____

Notary for the State of: _____

My Commission Expires: _____

Note: Your application is good for one (1) year from the date of receipt. If all required information is not received within this one (1) year period you must begin the application process from the beginning. This includes, but is not limited to the application form and fee.