



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



Dear Manufactured Housing Retail Dealer:

Please be advised, effective immediately, each Authorized Official is required, by law, to hold a Manufactured Housing Retail Salesperson's License Retail Salesperson or Retail Dealer's License. All unlicensed Authorized Officials have until December 31, 2016 to comply with this new law.

Enacted into law, by the General Assembly of the State of South Carolina, on February 16, 2016, is an act to amend the Code of Laws of South Carolina, 1976 by adding Section 40-29-327. Section 40-29-327 expressively states, "Each licensed manufacturing housing retail dealer location must have one authorized official representing the dealership. An authorized official who is not the dealer must hold a manufactured home retail salesperson or retail dealer license. The board must be notified in writing within twenty days if the authorized official changes."

Moving forward, there are two options that you may take to accommodate this law. You have the choice of keeping your current Authorized Official. In doing so, he or she will need to contact the South Carolina Manufactured Housing Academy at 888.315.4539. After successfully completing the approved training course, he or she will be required to pass an examination provided by PSI Examination Services. Please contact PSI at 800.733.9267 to schedule an appointment.

After successful completion of the training course and a passing exam score, he or she can attach the original documents to the New Manufactured Retail/Multi-Lot Salesperson Application, along with all required documents, as listed on the application and \$50 Cashier's Check or Money Order for retail salesperson or \$100 Cashier's Check or Money Order for a Multi-Lot Salesperson's license.

You also have the option to replace the unlicensed Authorized Official with a licensed salesperson or retail dealer that is currently employed by your dealership. In this case, you, the dealer, will need to complete and submit a Manufactured Housing Retail Dealer's Update Application, along with any required documents and the \$10 fee.

Should you have any questions, please do not hesitate to contact me at 803.896.4682. Thank you for doing business with the state of South Carolina!

Sincerely,

Roger K. Lowe, MPC CBO  
Administrator

South Carolina General Assembly  
121st Session, 2015-2016

Bill 3881

**A BILL**

TO AMEND THE CODE OF LAWS OF SOUTH CAROLINA, 1976, BY ADDING SECTION 40-29-327 SO AS TO PROVIDE EACH LICENSED MANUFACTURING HOUSING RETAIL DEALER LOCATION MUST HAVE ONE AUTHORIZED OFFICIAL REPRESENTING THE DEALERSHIP, TO PROVIDE AN AUTHORIZED OFFICIAL WHO IS NOT THE DEALER MUST HOLD A MANUFACTURED HOME RETAIL SALESPERSON OR RETAIL DEALER LICENSE, AND TO PROVIDE THE MANUFACTURED HOUSING BOARD MUST BE NOTIFIED IN WRITING WITHIN TWENTY DAYS IF THE AUTHORIZED OFFICIAL CHANGES.

Be it enacted by the General Assembly of the State of South Carolina:

SECTION 1. Chapter 29, Title 40 of the 1976 Code is amended by adding:

"Section 40-29-327. Each licensed manufacturing housing retail dealer location must have one authorized official representing the dealership. An authorized official who is not the dealer must hold a manufactured home retail salesperson or retail dealer license. The board must be notified in writing within twenty days If the authorized official changes."

SECTION 2. This act takes effect upon approval by the Governor.

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