



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 • contact.MH@llr.sc.gov • Fax: 803-896-4814  
 llr.sc.gov/manu

## 2022-2024 RENEWAL APPLICATION Manufactured Home Manufacturer (MFG)

### Renewal Instructions:

- All license renewal applications must be accompanied by:
  - A Bond Continuation Certificate or proof of surety bond coverage in the amount of \$75,000, as specified in SC Code of Law Section 40-29-230, if not currently on file with the Board. The Bond must be payable to the Board and coverage must be for the duration for the 2022-2024 licensure cycle.
- Check or Money Order, only, in the amount specified below made payable to SC Manufactured Housing Board. Application fee is non-refundable. **NO CASH IS ACCEPTED.** A returned check fee of up to \$30, or an amount specified by law, may be assessed on all returned funds.
- Incomplete applications will be returned.

### MANUFACTURED HOME MANUFACTURER (MFG) RENEWAL FEE: \$300

#### LATE PENALTIES TO ADD TO RENEWAL FEE (IF POSTMARKED AFTER June 30, 2022):

- |   |   |
|---|---|
| <input type="checkbox"/> July 1-31, 2022: \$25      | <input type="checkbox"/> October 1-31, 2022: \$100  |
| <input type="checkbox"/> August 1-31, 2022: \$50    | <input type="checkbox"/> November 1-30, 2022: \$125 |
| <input type="checkbox"/> September 1-30, 2022: \$75 | <input type="checkbox"/> December 1-31, 2022: \$150 |

Name: \_\_\_\_\_ License No.: \_\_\_\_\_

DBA (Doing Business As, if applicable): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Physical Address: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Business Phone: \_\_\_\_\_

Email: \_\_\_\_\_

### BACKGROUND INFORMATION

Answer “Yes” or “No” to each of the following questions.

1. Since your last renewal (or if this is your first renewal since your initial license application), has the legal entity, owner, officer, or partner in the company been found guilty, pleaded guilty or entered a plea of nolo contendere in this or any other state for a felony or a crime involving drugs or moral turpitude, such as fraud, deception, or dishonesty?  Yes  No

**If Yes**, submit official court documentation related to the conviction, a criminal background report for the state in which the crime occurred, and the [Explanatory Statement of Yes Answers](#) document for anyone to whom the “yes” answer applies.

2. Since your last renewal (or if this is your first renewal since your initial license application), has the legal entity, owner, officer, or partner had a license to practice a regulated profession or occupation in this state or another state or jurisdiction canceled, revoked, suspended or otherwise disciplined, or surrendered a license in lieu of disciplinary action?  Yes  No

**If Yes**, submit official documentation from the jurisdiction related to the disciplinary action to the board with the [Explanatory Statement of Yes Answers](#) document for anyone to whom the “yes” answer applies.

**ATTESTATION**

I HEREBY swear/affirm I have read all questions on this application and have answered truthfully, accurately, and completely. I hereby represent and warrant that I am signing with full and complete authority of each owner, officer, and partner to submit the information contained in this application. I hereby acknowledge that failure to answer these questions truthfully, accurately and completely shall constitute cause for the initiation of disciplinary action against my South Carolina license.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

**PRIVACY NOTICE**

South Carolina Law requires the agency collect personal information which is only disseminated as required by law. 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 your renewal application and other documents on file 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. In order to better protect the information you provide, please provide the Department with the following information that may be released to the public upon request: a public mailing address, a public email address and a public telephone number.