



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

MANUFACTURED HOME MANUFACTURER APPLICATION

Include with application:

- Application fee in the form of a check or money order in the amount 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, Partnership Agreement if a partnership, or Articles of Organization if a Limited Liability Company
- 3 bank reference letters **or** 1 business reference letter and 2 bank reference letters
- Proof of registration with the S.C. Department of Revenue
- Statewide criminal background check for applicant/applicant’s representative for every state of residence for the past seven years (South Carolina residents must use www.sled.sc.gov)

COMPANY INFORMATION

Company Legal Name: _____

DBA “Doing Business As” Name: _____

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

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

Business Phone: _____ Email: _____

Tax Identification Number issued by the South Carolina Department of Revenue: _____

Federal Identification Number issued by the Internal Revenue Service: _____

Is this a corporation, LLC, LLP or Limited Partnership? Yes No

If Yes, give the state of the incorporation or organization: _____

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	YEAR OF BIRTH

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

Has this entity ever had a Surety Bond claim from a licensing board, including this Board, or agency regulating manufactured housing in another jurisdiction? Yes No

If Yes, provide license number. If No, please provide reason license is not current, i.e., revoked, lapsed, suspended, cancelled, surrendered, etc.: _____

PRIOR EMPLOYMENT

List the past seven (7) years employment history for the applicant/applicant’s representative. You may attach an additional sheet, if needed.

EMPLOYER NAME	OFFICE ADDRESS	REASON FOR LEAVING	FROM - TO (mo/yr)	POSITION TITLE

PERSONAL HISTORY QUESTIONS

Answer the following questions. Please provide additional information for any “Yes” answers.

- Has anyone in the company, within the past seven (7) years, been found guilty, pleaded guilty or entered a plea of nolo contendere in this state or any other jurisdiction 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: _____

- Has the company ever been licensed by another regulatory agency in South Carolina or any other state? Yes No

If Yes, give details: _____

CERTIFICATION

I, _____, am a/the _____ of the applicant. 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/Applicant’s Representative

Date

Sworn and subscribed before me this ____ day of _____, 20____.

Notary Signature: _____ (SEAL)

Print Notary Name: _____

Notary Public for the State of: _____

Commission Expiration Date: _____

PRIVACY DISCLOSURE

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.

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.



STATE OF SOUTH CAROLINA
DEPARTMENT OF LABOR, LICENSING AND REGULATION
VERIFICATION OF LAWFUL PRESENCE IN THE UNITED STATES
AFFIDAVIT OF ELIGIBILITY



Pursuant to Section 8-29-10, *et seq.* of the South Carolina Code of Laws (1976, as amended), the Department of Labor, Licensing and Regulation must verify that any person who applies for a South Carolina license is lawfully present in the United States. Complete and sign this affidavit of eligibility. The information provided is subject to verification.

Section A: LAWFUL PRESENCE in the United States.

The undersigned _____, of _____
(Print clearly First, Middle, and Last name) (Home Address, City, State, and Zip Code)
being first duly sworn deposes and states as follows:

Check only one box:

1. I am a United States citizen; or

2. I am a Legal Permanent Resident of the United States eighteen years of age or older; or

3. I am a Qualified Alien or non-immigrant under the Federal Immigration and Nationality Act, Public Law 82-414, eighteen years of age or older, and lawfully present in the United States.

4. Other: _____ Please submit any documentation that supports this status.

Date of Birth: _____

Alien Number: _____ I-94 Number: _____

(If you checked number 2, 3, or 4 you must attach a copy of your immigration documents. See instruction sheet for a list of accepted immigration documents.)

Section B: ATTESTATION.

I understand that in accordance with section 8-29-10 of the South Carolina Code of Laws, a person who knowingly and willfully makes a false, fictitious, or fraudulent statement or representation in an affidavit shall, in addition to other sanctions imposed by this State or the United States, be guilty of a felony, and upon conviction must be fined and/or imprisoned for not more than 5 years (or both).

I understand that the representations made in this Affidavit shall apply through any license(s) or renewals issued, and that I shall have an affirmative duty to immediately advise the Department of Labor, Licensing and Regulation of any change of my immigration or citizenship status.

I swear and attest the information contained herein is true and correct to the best of my knowledge. I understand that under South Carolina law, providing false information is grounds for denial, suspension, or revocation of a license, certificate, registration or permit.

Signature of Affiant

SWORN to before me this _____ day of _____, 20____

Notary Signature

Print Name

Notary Public for _____

My Commission Expires: _____

INSTRUCTION SHEET FOR COMPLETING AFFIDAVIT OF ELIGIBILITY

CHECK box 1:

If you are a United States Citizen by birth or naturalization

CHECK box 2:

If you are a Legal Permanent Resident and you are not a U.S. Citizen, but are residing in the U.S. under legally recognized and lawfully recorded permanent residence as an immigrant.

PROVIDE A COPY OF ALL IMMIGRATION DOCUMENTS.

CHECK box 3:

If you are a Qualified Alien. You are a Qualified Alien if you are:

An alien who is lawfully admitted for residence under the INA.

An alien who is granted asylum under Section 208 of the INA.

A refugee who is admitted to the United States under Section 207 of the INA.

An alien who is paroled into the United States under Section 212(d)(5) of the INA for a period of at least 1 year.

An alien whose deportation is being withheld under Section 243(h) of the INA (as in effect prior to April 1, 1997) or whose removal has been withheld under Section 241(b)(3).

An alien who is granted conditional entry pursuant to Section 203(a)(7) of the INA as in effect prior to April 1, 1980.

An alien who is a Cuban/Haitian Entrant as defined by Section 501(e) of the Refugee Education Assistance Act of 1980.

An alien who has been battered or subjected to extreme cruelty, or whose child or parent has been battered or subject to extreme cruelty.

PROVIDE A COPY OF ALL IMMIGRATION DOCUMENTS.

ACCEPTED IMMIGRATION DOCUMENTS:

Unexpired Reentry Permit (I-327)

Permanent Resident Card or Alien Registration Receipt Card With Photograph (I-551)

Unexpired Refugee Travel Document (I-571)

Unexpired Employment Authorization Card Which Contains a Photograph (I-766)

Machine Readable Immigrant Visa (with Temporary I-551 Language)

Temporary I-551 Stamp (on passport or I-94)

I-94 (Arrival/Departure Record) in Unexpired Foreign Passport

I-20 (Certificate of Eligibility for Nonimmigrant, F-1, Student Status)

DS2019 (Certificate of Eligibility for Exchange Visitor, J-1, Status)