



South Carolina Department of Labor, Licensing and Regulation
South Carolina Manufactured Housing Board
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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 RETAIL DEALER APPLICATION

Applicant is required to have at least two years of relevant experience.

Applicants who have a net worth of less than one hundred fifty thousand dollars or a credit score of less than seven hundred must appear before the Board for licensure.

You are required to attend training prior to applying for licensure. Please contact the South Carolina Manufactured Housing School of Licensing for questions or course registration at:

schoolofmh@gmail.com. More information can also be found here: <https://mhisc.com/pre-lic/>

An examination must be completed through PSI Examination Services. Contact them directly:

<http://www.psiexams.com> or 1-800-733-9267.

Include with application:

- Application fee in the form of a check or money order in the amount of \$100 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.)
- \$30,000 Surety Bond made payable to SCMHB
- Reviewed Financial Report for Corporations and LLC's or Complied Financial Report for Sole Proprietorship and Partnerships. *All reports must be prepared by a Certified Public Accountant.*
- Articles of Incorporation, Articles of Organization, or Partnership Agreement
- 1 bank reference letter **or** 2 business reference letters
- Proof of registration with the S.C. Department of Revenue and Tax Identification Number
- Credit report for the owner, authorized official, or for the entity and credit score for the individual or Dun & Bradstreet credit score for corporate credit
- SLED background check. Contact SLED at <http://www.sled.sc.gov> or 803-737-9000
- Criminal background check for every state of residence for the past 7 years
 - For partnerships, background check required for each general partner
- Letter of at least 2 years' experience
- PSI Exam Report
- Certificate of Completion for training
- Copy of your driver's license, State Issued ID or Passport for individual applicants
- Copy of Social Security card for individual applicants
- Verification of Lawful Presence form (to be completed by individuals or sole proprietor only)

The Verification of Lawful Presence form is to be completed by individuals or sole proprietor only.

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: _____

One designated individual may act on behalf of a manufactured home retail dealer. The designated individual must have an ACTIVE South Carolina Retail Salesperson's License. This designated individual is the "AUTHORIZED OFFICIAL". The Authorized Official is designated to act on behalf of a manufactured dealer. In this situation, please identify the name of this individual and their business affiliation:

Name: _____ Title: _____

License No.: _____

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 25% or more financial interest in the business. If applicable, attach a copy of the Articles of Incorporation or Partnership Agreement.

NAME	% OWNERSHIP	TITLE	YEAR OF BIRTH

If this is a corporation, LLC, LLP, or Limited Partnership, has it 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

Date of Birth of Sole Proprietor: _____

PREVIOUS EMPLOYMENT

List the past seven (7) years employment history. You are required to list the termination date and reason for leaving. You may attach an additional sheet if needed.

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

PERSONAL HISTORY

1. Have you within the past seven (7) years been convicted of, 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, felony or of a violent crime as defined in S.C. Code Section 16-1-60?

Yes No If Yes, give details: _____

2. Have you ever been licensed by another regulatory agency in South Carolina or any other state?

Yes No If Yes, give details: _____

CERTIFICATION

I, _____, am the _____ of the applicant/entity and am authorized to submit 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’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)