



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

**2020 – 2022 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 2020-2022 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 SEPTEMBER 30, 2020):

- | | |
|--|---|
| <input type="checkbox"/> October 1-31, 2020: \$25 | <input type="checkbox"/> January 1-31, 2021: \$100 |
| <input type="checkbox"/> November 1-30, 2020: \$50 | <input type="checkbox"/> February 1-28, 2021: \$125 |
| <input type="checkbox"/> December 1-31, 2020: \$75 | <input type="checkbox"/> March 1-31, 2021: \$150 |

Name: _____ License No.: _____

DBA (Doing Business As): _____

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 anyone 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? Yes No

If Yes, attach an official criminal background check (i.e. SLED, etc.) and written explanation.

2. Since your last renewal (or if this is your first renewal since your initial license application), have you had a license to practice a regulated profession or occupation in another state or jurisdiction canceled, revoked, suspended or otherwise disciplined? Yes No

If Yes, attach a detailed explanation and any additional relevant information to the board with this renewal application. Please also have the jurisdiction issuing the disciplinary action send a copy of the final order to the S.C. Manufactured Housing Board at Contact.MH@llr.sc.gov.

ATTESTATION

I HEREBY swear/affirm I have read all questions on this renewal application and have answered truthfully, accurately, and completely. 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.