



**USED MOTOR VEHICLE AND PARTS COMMISSION**  
421 NW 13<sup>th</sup> Street, Suite 330, Oklahoma City, OK 73103  
Phone: (405)521-3600 Fax (405)521-3604  
[www.usedcarcommission.ok.gov](http://www.usedcarcommission.ok.gov)

## MANUFACTURED HOME MANUFACTURER'S LICENSE INSTRUCTION SHEET

Applications for license are presented to the Commission Board for consideration the second Tuesday of each month. The below requirements must be submitted eleven days prior to that meeting. **Applications that are incomplete will be returned and will delay the application process.** All licenses expire December 31<sup>st</sup> of each odd numbered year (i.e. 2019, 2021 etc.). The license will be issued only after all of the requirements have been met. Submitting an application does **NOT** authorize you to conduct any business as a manufactured home manufacturer.

### 1. **INITIAL APPLICATION**

- The initial application must be completed in full, signed and notarized.

### 2. **\$1500 APPLICATION FEE**

- Fee must be in the form of check, money order or cashier's check and is nonrefundable unless the Commission denies the application. **We do not accept cash or credit cards.**
- If requirements are not completed by the end of the calendar year in which you apply, the application will expire, and you will be required to make a new application with a new fee for the subsequent year.

### 3. **\$30,000 MANUFACTURER DEALER'S BOND**

- You must submit the **original** bond completed by your bonding agent on the enclosed bond form, and must be signed by the owner, reflect the ownership, business name as it appears on your initial application.
- Coverage shall be kept in force at all times with no lapse in coverage during the period of licensure. **A lapse in coverage will result in automatic revocation of the license.**

### 4. **SUBMIT SAMPLE COPIES OF THE MANUFACTURED HOME SALES AGREEMENT AND ALL WARRANTIES YOU USE FOR COMMISSION APPROVAL**

### **FELONY APPLICANTS**

Felony applicants must submit copies of the Judgment and Sentencing documents for all convictions and a current OSBI report including all three searches' (Violent Offender, Name Based, and Sex Offender) with their application. Felony applicants are required to make a personal appearance before the Board of Commissioners. All documentation must be in our office **BEFORE** your appearance will be scheduled. You may contact OSBI at (405)848-6724.



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## INITIAL APPLICATION FOR MANUFACTURED HOME MANUFACTURER'S LICENSE

SECTION ONE: DEALERSHIP INFORMATION					
BUSINESS NAME			PHONE		
ENTITY NAME (IF ANY)			EMAIL		
PHYSICAL ADDRESS		CITY	STATE	ZIP CODE	COUNTY
MAILING ADDRESS		CITY	STATE	ZIP CODE	

**SECTION TWO: TYPE OF OWNERSHIP**  
CHECK ONLY ONE

Sole Proprietor  
  Partnership  
  Corporation  
  Limited Liability Company  
  Limited Partnership  
  Limited Liability Partnership

**SECTION THREE: OWNERSHIP INFORMATION**  
COMPLETE THE FOLLOWING SECTION INDICATING ALL PARTIES WITH ANY OWNERSHIP INTEREST IN THE BUSINESS

FULL NAME	PHONE NUMBER	OWNERSHIP %
FULL NAME	PHONE NUMBER	OWNERSHIP %
FULL NAME	PHONE NUMBER	OWNERSHIP %
FULL NAME	PHONE NUMBER	OWNERSHIP %
FULL NAME	PHONE NUMBER	OWNERSHIP %
FULL NAME	PHONE NUMBER	OWNERSHIP %

If corporately owned, list Oklahoma Service agent:	NAME	ADDRESS
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**SECTION FOUR: BACKGROUND INFORMATION**  
Have any of the applicants listed in Section Four ever been convicted of or pled guilty or "no contest" to a felony?    Yes    No

**SECTION FIVE: ATTESTATION**

I hereby certify that the statements in or attached to this application are true and correct to the best of my knowledge and belief; that the members of this organization are familiar with the provisions of the law under which this application is made; and that I, as proprietor, partner, member or designated officer of the corporation, have authority to make the statements contained herein. I further understand that this application has no legal effect in the use of the benefits of a manufactured home manufacturer until such time as a manufactured home manufacturer's license is approved and issued to the applicant by the Used Motor Vehicle and Parts Commission. **Failure to provide information or material misrepresentation is grounds for denial or subsequent revocation of license or \$1,000.00 fine.**

Date	Signature	Title
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State of \_\_\_\_\_ )  
 County of \_\_\_\_\_ )      ss.      Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

My Commission Expires: \_\_\_\_\_      Commission # \_\_\_\_\_  
 Notary Public

STATE OF OKLAHOMA  
USED MOTOR VEHICLE AND PARTS COMMISSION

**MANUFACTURED HOME MANUFACTURER'S SURETY BOND**

Bond Number \_\_\_\_\_

**KNOW ALL BY THESE PRESENTS, that** \_\_\_\_\_

as Principal, and \_\_\_\_\_ as Surety, are held and firmly bound to the State of Oklahoma and severally to such persons who shall conduct business with said Principal in its capacity as a manufactured home manufacturer in the penal sum of **Thirty Thousand Dollars (\$30,000.00)**, for the payment of which sum, well and truly to be made, we hereby jointly and severally bind ourselves, our heirs, administrators, executors, successors and assigns.

WHEREAS, the above-named Principal is applying for a license as a manufactured home manufacturer,

AND WHEREAS, said Principal is required by law to submit a good and sufficient surety bond, conditioned as set forth below, with said application for license,

THE CONDITION OF THIS OBLIGATION is such that (1) if the Principal shall conduct its business as a manufactured home manufacturer without practicing fraud or making fraudulent representations; insuring the availability of prompt and full warranty service; insuring compliance with all warranties expressed or implied in connection with each manufactured home which is manufactured for resale in this state; and without violating any of the provisions of the Oklahoma Used Motor Vehicle and Parts Laws (47 O.S. §§ 581-587) or any amendments or additions thereto, and (2) if the Principal shall indemnify and reimburse any person for any loss or damage suffered by reason of said fraud; fraudulent representations; issuance of a certificate of title by the Principal; fulfill its obligations relating to prompt and full warranty service or express or implied warranties relating to its manufactured homes sold in this state; or other violations of any of the provisions of the Oklahoma Motor Vehicle and Parts Laws (47 O.S. §§ 581-587) or any amendments or additions thereto, then this obligation shall be void; otherwise it shall remain in full force and effect.

IT IS FURTHER UNDERSTOOD AND AGREED that the above obligation shall extend, without notification to the Surety, to any change of officers of the Principal if the Principal is a corporation, to any additional locations or changes of address of the Principal or to any substitution of business name of the Principal wherein ownership is not changed.

IT IS FURTHER UNDERSTOOD AND AGREED that the liability of the Surety hereunder shall, in no event, exceed the amount of this bond and that the Surety shall have the right to cancel the bond upon the giving of thirty (30) days written notice of cancellation to the Principal and the Used Motor Vehicle and Parts Commission.

**DATED EFFECTIVE** this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ .

\_\_\_\_\_  
Principal

BY: \_\_\_\_\_

\_\_\_\_\_  
Surety

BY: \_\_\_\_\_

47 O.S. § 583(B) All bonds issued under the provisions of this act shall expire December 31 of each odd numbered year.