



## USED MOTOR VEHICLE AND PARTS COMMISSION

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### MANUFACTURED HOME PARK DEALER'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 park dealer.

#### 1. **INITIAL APPLICATION**

- The initial application must be completed in full, signed and notarized.
- The name of the business must reflect the type of business being conducted under this license, i.e., "manufactured homes," "mobile homes," etc. Contact our office for approval of the business name **before** submitting the application.

2. **\$600 APPLICATION FEE** must be in the form of check, money order or cashier's check and is nonrefundable unless the Commission denies the application. (Secondary location \$400.00) **We do not accept cash or credit cards.**

#### 3. **OSBI Report**

- **All applicants are required to submit a current report from Oklahoma State Bureau of Investigations (OSBI report).** The report must include all three searches: Name Based, Sex Offender and Violent Offender. You may contact OSBI at (405)848-6724 or visit their website at <https://www.ok.gov/osbi/>.
- **Felony Applicants: Felony Applicants must submit copies of the Judgment and Sentencing documents for all convictions. 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.**

4. **PERSONAL HISTORY QUESTIONNAIRE** must be completed for **all** applicants listed in Section Four of the Application.

5. **OKLAHOMA DRIVER'S LICENSE** must be submitted for **all** applicants listed in Section Four of the Application.

#### 6. **FINANCIAL STATEMENT**

- **Financial Statements are not public record, but are subject to review and verification. Statements which appear to be incomplete will be returned and may delay consideration of your application.**
- **Corporations** must submit a financial statement on the attached form for the **corporation and the majority stockholder.**
- **All other ownership types** must submit a financial statement on the attached form for **all owners - sole proprietors / partners / members.**

#### 7. **\$100,000 SINGLE LIMIT GARAGE LIABILITY INSURANCE OR GENERAL LIABILITY WITH COMPLETED OPERATIONS**

- The Certificate of Insurance must be completed by your agent on the enclosed form, and must reflect the ownership, business name and lot address as it appears on the initial application.
- Coverage, in accordance with the financial responsibility laws of the State of Oklahoma, 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.**
- **Secondary lot applicants** may submit an amended certificate of insurance adding the secondary lot locations business name and lot address.

#### 8. **\$30,000 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.**
- **Secondary lot applicants** may submit a bond rider amending your current bond to add the secondary lot locations business name.

**9. CURRENT CERTIFICATE OF INCORPORATION OR LLC, OR A CURRENT CERTIFICATE OF GOOD STANDING**

- If the business is a Corporation, LLC, LP, or LLP you must submit a copy of the Certificate of Incorporation or LLC, **OR** a current Certificate of Good Standing issued by the Oklahoma Secretary of State. You may contact them at (405)521-3911.

**10. LETTER OR PERMIT FROM THE CITY OR COUNTY** reflecting the lot address and showing approval of local zoning requirements for manufactured home sales. If there are no zoning requirements, you will need to submit a letter from the appropriate authority stating such.

**11. PHOTOS OF OUTSIDE OF SALES OFFICE, SALES LOT & PERMANENTLY MOUNTED SIGN**

- The business must be a permanent structure separate and apart from any residence or other business and the facility must have an accessible restroom for the public. The facility must be regularly occupied by a person, firm or corporation engaged in the business of selling manufactured homes.
- The lot must have a display area for manufactured homes, which is easily accessible and has sufficient parking.
- The business sign must reflect the name of the business exactly as it appears on the application. The sign must be visible from the nearest roadway. **Banners are not permitted.**

**12. PROOF OF USABLE PHONE** listed with local directory assistance in the business name and lot address as it appears on the initial application.

**13. VALID FRANCHISE LETTER**

- If you are selling new manufactured homes, you must submit a valid franchise letter for each product line you are contracted to sell.

**14. SUBMIT SAMPLE COPIES OF APPROVED CONDITION OF SALE DOCUMENTS** for Commission approval.

**15. INSPECTION AND APPROVAL OF THE LOCATION BY A COMMISSION INSPECTOR**

- A Commission inspector will contact you to schedule an inspection after the Board of Commissioners meet.

**16. SALESPERSONS ARE REQUIRED TO BE REGISTERED AND MUST SUBMIT THE FOLLOWING REQUIREMENTS:**

- Initial Salesperson's Application completed in full, signed by the applicant and employing dealer.
- Fee of \$25.00 for each salesperson.
- Copy of current Oklahoma driver's license.
- Current OSBI report including all three searches' (Violent Offender, Name Based and Sex Offender).



STATE OF OKLAHOMA  
USED MOTOR VEHICLE AND PARTS COMMISSION

**MANUFACTURED HOME DEALER'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 have any right of action under the conditions of this bond against said Principal in its capacity as a manufactured home dealer 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 dealer, 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 if the Principal shall conduct its business as a manufactured home dealer without practicing fraud or making fraudulent representations, and without violating any of the provisions of the Oklahoma Used Motor Vehicle Dealer Laws (47 O.S. ' 581et seq.) or any amendments thereto, and if the Principal shall indemnify and reimburse any person for any loss or damage suffered by reason of said fraud, fraudulent representations or otherwise by the issuance of a certificate of title by the Principal, then this obligation shall be void; otherwise to remain in full force and effect.

IT IS UNDERSTOOD AND AGREED that the above obligation shall inure to the benefit of any person, whether a consumer or manufactured home dealer, but shall not extend to financial institutions or parties extending floor plans or financing for the dealer=s inventory.

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.**



State of Oklahoma  
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Oklahoma City, Oklahoma 73103  
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**CERTIFICATE OF INSURANCE**

I, \_\_\_\_\_, HEREBY CERTIFY THAT \_\_\_\_\_  
(Name of Insurance Company)

at \_\_\_\_\_  
(Address of Insurance Company)

HAS ISSUED A MINIMUM OF \$100,000 COMBINED SINGLE LIMIT GARAGE LIABILITY OR GENERAL LIABILITY WITH PRODUCTS AND COMPLETED OPERATIONS INSURANCE COVERAGE ON ALL **MANUFACTURED HOMES** OFFERED FOR SALE, BEING TRANSPORTED OR USED IN ANY OTHER CAPACITY UTILIZING THE STREETS AND ROADWAYS, IN ACCORDANCE WITH THE FINANCIAL RESPONSIBILITY LAWS OF THIS STATE [Title 47 ' 583(G)] TO THE FOLLOWING MANUFACTURED HOME DEALER:

OWNERSHIP \_\_\_\_\_

DbA DEALERSHIP NAME \_\_\_\_\_

LOT ADDRESS \_\_\_\_\_

POLICY NUMBER \_\_\_\_\_

EFFECTIVE DATE \_\_\_\_\_ EXPIRATION DATE \_\_\_\_\_

AND IF I HAVE NOT PROVIDED AN EXPIRATION DATE I DO CERTIFY THAT COVERAGE AS ABOVEMENTIONED SHALL BE **CONTINUOUS** UNTIL NOTIFICATION. FURTHER, THE AFOREMENTIONED POLICY WILL NOT BE CANCELED UNTIL THIRTY (30) DAYS AFTER THE USED MOTOR VEHICLE AND PARTS COMMISSION HAS RECEIVED WRITTEN NOTICE OF THE INTENT TO CANCEL SUCH POLICY.

DATE: \_\_\_\_\_ SIGNED \_\_\_\_\_  
(Authorized Agent)

AGENCYNAME: \_\_\_\_\_ AGENT'S NUMBER: \_\_\_\_\_

ADDRESS OF AGENCY: \_\_\_\_\_ PHONE: (\_\_\_\_) \_\_\_\_\_