

General Instructions

Per Manufactured Housing General Rules, Rule 204, "An applicant shall file a change to a licensing application with the department within 30 days after the change is made."

Manufactured Housing Community License: A Manufactured Home Retailer License allows for the business of offering manufactured homes for sale, and a Manufactured Home Installer and Servicers License allows for the business of installing or disassembling the installation of homes, or servicing a manufactured home for compensation. An additional license for operating a manufactured housing community must be applied for separately through the Bureau of Construction Codes, Building Division. A manufactured home community license is expressly for the operation of a community.

Manufactured Home Retailer License Only

Per the Mobile Home Commission Act, "A mobile home dealer shall not engage in the retail sale of a mobile home without a license."

Sales Tax Number: To obtain a sales tax number, contact the Michigan Department of Treasury, Sales, Use and Withholding Taxes Division, Treasury Building, Lansing, MI 48922; 517-636-4730; or www.michigan.gov/treasury. A sales tax number is not required to lease or rent manufactured homes.

Titling Manufactured Homes: A "Retailer Application for Certificate of Manufactured Home Ownership" (BCC-944) can be obtained from the [Secretary of State's](#) web site or at a branch office. Review the provisions of the [Mobile Home Commission Act](#) and [Manufactured Housing General Rules](#) regarding titling prior to using this form.

Instructions for Application for Manufactured Home Retailer License or Manufactured Home Installer and Servicer License

Required Submittals for Licensing

Submit completed application, appropriate fee made payable to the State of Michigan and required documentation as stated below. Your application will not be processed if incomplete or without the required fees and documentation. Requests for licensing should be submitted at least 30 days prior to the date you want to begin conducting business. Once complete, your licensing submittal will be presented for approval to the [Manufactured Housing Commission](#) at its next regularly scheduled meeting.

Manufactured Home Retailer License

License Type	Fee	Documents	Notes
New or Transfer of Existing License	\$450.00	<ul style="list-style-type: none"> Proof of applicable surety bond or account in accordance with Manufactured Housing General Rules, Rule 214f. For surety bond, file original executed "Uniform Manufactured Housing Retailer's Surety Bond." Proof of consumer deposits account or bond in accordance with Manufactured Housing General Rules, Rule 403. To establish escrow account, file "Manufactured Housing Retailer Affidavit of Consumer Deposit Escrow Checking Account." To post escrow account, file "Uniform Manufactured Housing Retailer's Consumer Deposit Surety Bond." 	<ul style="list-style-type: none"> There is no written test for this license. Separate applications shall be filed for each sales location. License Exemption: A licensed manufactured home community is not required to obtain a retailer license in order to engage in the leasing or renting of homes in the community; however, it remains responsible for complying with Retailer Business Practices of the Manufactured Housing General Rules.

Licenses are issued in 3-year cycles which expire September 30. A renewal application is mailed to each licensee every 3 years in August and must be returned before October 1 with the applicable fees. All licensees are on the same 3-year cycle; therefore, licensing fees are prorated depending on the year of the cycle. The license fee in the 2nd year of the cycle is \$300.00 and \$150.00 in the 3rd year of the cycle.

Manufactured Home Installer and Servicer License

License Type	Fee	Documents	Notes
New or Transfer of Existing License	\$150.00	<ul style="list-style-type: none"> Proof of course participation. Must complete approved installation instructional course before application is submitted for approval to the Manufactured Housing Commission. 	<p>License Exemption:</p> <ul style="list-style-type: none"> Manufacturer who installs or services homes it manufactured or one of its employees installs or services as part of employment. If performing work for which person is licensed under another Michigan license as indicated in Mobile Home Commission Act, Section 25(2).

Licenses are issued in 3-year cycles which expire September 30. A renewal application is mailed to each licensee every 3 years in August and must be returned before October 1 with the applicable fees. All licensees are on the same 3-year cycle; therefore, licensing fees are prorated depending on the year of the cycle. The license fee in the 2nd year of the cycle is \$100.00 and \$50.00 in the 3rd year of the cycle.

Business Information: Provide all requested information. If the owner is a foreign (non-Michigan) corporation, limited liability company, or limited or limited liability partnership, and does not have a Certificate of Authority to transact business in Michigan, one may be obtained from the Bureau of Commercial Services, Corporation Division, P.O. Box 30054, Lansing, MI 48909; 517-241-6470.

NOTE: To obtain a Certificate of Assumed Name, if the business owner is a corporation, limited liability company, limited partnership or limited liability partnership, they will need to contact the Bureau of Commercial Services, Corporation Division, P.O. Box 30054, Lansing, MI 48909; 517-241-6470. If the owner is not one of the previously mentioned entities, they will need to contact their county clerk's office.

For partnerships (except Limited and Limited Liability) that do not have a Certificate of Assumed Name, include a copy of the Certificate of Copartnership.

Operator Information: Provide all requested information. All correspondence will be sent to this address and this entity will be directly responsible for the operation of the licensee as described in the Manufactured Housing General Rules (the Rules) including all fees. As defined in the Rules, an "Operator" means an individual 18 years of age or older who is an officer of a corporation, a manager or member, if member managed, of a limited liability company, a general partner, a copartner, or a sole proprietor."

Owner Information: Provide all requested information. If the owner is a foreign (non-Michigan) corporation, limited liability company, or limited or limited liability partnership, and does not have a Certificate of Authority to transact business in Michigan, one may be obtained from the Bureau of Commercial Services, Corporation Division, P.O. Box 30054, Lansing, MI 48909; 517-241-6470. See NOTE above.

Certification and Signature: Provide all requested information with an original signature.

If you have any questions regarding the license application, contact the Bureau of Construction Codes, Building Division at 517-241-9317. To obtain a copy of the [Mobile Home Commission Act](#), [Manufactured Housing General Rules](#), [Manufactured Home Buyer's & Resident's Handbook](#) or additional forms, visit our web site at www.michigan.gov.

**Application for Manufactured Home Retailer License
or Manufactured Home Installer and Servicer License**
Michigan Department of Licensing and Regulatory Affairs
Bureau of Construction Codes / Building Division
P.O. Box 30255, Lansing, MI 48909
517-241-9317
www.michigan.gov/bcc

15/16

FOR OFFICE USE ONLY	
LICENSE NUMBER	
DATE ISSUED	
FEE Retailer (15) Installer/Servicer (16)	

Authority: 1987 PA 96 Completion: Voluntary Penalty: Failure to complete may result in denial of application	LARA is an equal opportunity employer/program. Auxiliary aids, services and other reasonable accommodations are available upon request to individuals with disabilities.
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Instructions

- Complete application. Type or print in ink.
- Failure to accurately complete the form may be reason for denial.
- Be sure to sign application.
- Make check or money order payable to the **State of Michigan**.
- Mail application, all applicable documents, and payment to the address listed above.

Check One	License Type (see instructions)	Fees (see instructions)	License Number
<input type="checkbox"/>	New License (Check one) <input type="checkbox"/> Retailer <input type="checkbox"/> Installer / Servicer		
<input type="checkbox"/>	Transfer Existing License (Check one) <input type="checkbox"/> Retailer <input type="checkbox"/> Installer / Servicer		
<input type="checkbox"/>	Changes to Original Application (Must be filed within 30 days after the change is made)		

Business Information

BUSINESS TRUE NAME		ASSUMED NAME		
BUSINESS TELEPHONE NUMBER (Include Area Code)		E-MAIL ADDRESS		
BUSINESS LOCATION - STREET ADDRESS	CITY	COUNTY	STATE MI	ZIP CODE

Operator Information

NAME OF OPERATOR (Last, First, Middle Initial) (Must be an individual)		BIRTH DATE (MO / DAY / YEAR) (Required)	FEIN OR SOCIAL SECURITY NO.* (Required)	TELEPHONE NUMBER (Include Area Code)
MAILING STREET ADDRESS	CITY	STATE / PROVINCE	ZIP CODE / POSTAL CODE	COUNTRY, IF NOT U.S.
Installer/servicer license: List the date and location that the operator completed Commission and Department approved installation instruction during this licensing cycle. Date _____ Location _____				

*This information is confidential. Disclosure of confidential information is protected by the Federal Privacy Act.

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Additional Owner Information Continued
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List name(s) of sole proprietor, partners, corporate officers and directors or LLC members or managers. Mark partners as Limited or General (LP or GP). Give residence address; attach additional sheet(s) if necessary.

NAME (Last, First, Middle Initial)		BIRTH DATE (MO / DAY / YEAR) (Required)	FEDERAL ID NUMBER OR SOCIAL SECURITY NUMBER* (Required)	
STREET ADDRESS	CITY	STATE / PROVINCE	ZIP CODE / POSTAL CODE	COUNTRY, IF NOT U.S.
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