

Wisconsin Department of Safety and Professional Services

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DIVISION OF PROFESSIONAL CREDENTIAL PROCESSING

MANUFACTURED HOME DEALER LICENSE APPLICATION

Personal information you provide may be used for secondary purposes [Privacy Law, s.15.04(1)(m)].

- Fill in form completely, sign, and date.
- Submit a copy of completed form and a check to the above address for the dealer license fee
- Are you applying for a Dealer license as a Dealer-Broker (also known as Broker Restricted) or Dealer-Non-Broker

Legal Name of Business	<input type="checkbox"/> FEIN or <input type="checkbox"/> SSN (Please check one)
Trade Name or DBA	(Area Code) Telephone No.
Owners Name	Sales Tax Seller Permit No. (Not required for consignment sales. To obtain permit number call Dept. of Revenue at 608-266-2776.)
Business Location Address	Mailing Address – if Different
PO Box	List makes of manufactured homes to be sold <input type="checkbox"/> New <input type="checkbox"/> Used
City / State / Zip + 4	Anticipated date business facilities will be ready
County	Branch Office Address (if applicable)

Yes No

- Do you own and operate your own service department? If No, attach Service Agreement Form.
- Do you own the business property? If No, attach a copy of your four-year lease.
- Have you as an individual and/or your above-named firm been licensed as a dealer before? If Yes, list location: _____
- Has your manufactured home dealer license ever been denied, suspended, or revoked? If Yes, when and why? _____
- Was there a licensed dealer at this same location previously this year? If Yes, list dealer name: _____
- Is your firm engaged in other dealerships? If Yes, list location and License No. of additional dealerships: _____

DEALER & SALESPERSON LICENSES--FOUR-YEAR FEES:

Required Fees:

Dealer License – Main Business Office **(\$215)** \$ 215

Salesperson License, if dealer wishes one (\$ 31 X No. _____) \$ _____
(At minimum of one Salesperson License is required for a dealership)
(Salesperson License will be issued separately from Dealer License)

Additional Fee, when applicable:

Branch License (\$215 X No.) \$ _____

Total Payable to: State of WI - DSPS = \$ _____

I hereby certify under penalty of [101.965 Wis. Stats.](#), that: 1) a lease agreement covering at least the licensing period has been executed (if premises not owned by applicant); and 2) the answers and statements on this application are correct to the best of my knowledge. I further understand that a misstatement on this application or supporting documents means that my dealer license may be denied, suspended, or revoked under [101.951\(6\)\(b\) Wis. Stats.](#)

X _____
Signature of Manufactured Home Dealer Applicant Title Date

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DEFINITIONS

MANUFACTURED HOME—A structure, as defined in [101.91\(2\) Wisconsin Stats.](#), transportable in one or more sections, designed to be towed by a motor vehicle and used or intended to be used primarily for human habitation. For the purposes of this application, a mobile home is considered a manufactured home.

MANUFACTURED HOME DEALER—Has the meaning given in [101.91 \(3\) Wisconsin Stats.](#) If more than one manufactured homes are sold in a calendar year, a manufactured home dealer license is required.

BROKER—A manufactured home dealer who has no sales lot, no inventory and no ownership in the manufactured homes being sold. Also known as **Broker- Restricted**. (Also see Financial Statement form (SBD10678), or Bond form (SBD-10679), or see [SPS 305.323 \(Table 305.323-2\)](#) for minimum worth or bond requirements.)

Non- BROKER—A manufactured home dealer who has a sales lot, has inventory and has ownership in the manufactured homes being sold. (Also see Financial Statement form (SBD10678), or Bond form (SBD10679), or [Table 305.323-2](#) for minimum worth or bond requirements.)

MAIN BUSINESS OFFICE—An office involved in the sales of manufactured homes that is the primary management location of the licensed manufactured home dealer.

BRANCH OFFICE— "Branch" means an office, other than the main business office, involved in the sales of manufactured homes that advertises as a sales location, displays new or used homes, takes sales calls, is staffed by licensed salespersons, has signage of a licensed dealer, and accepts offers or contracts on manufactured homes.