



## MANUFACTURED HOME DEALER LICENSE APPLICATION

Department of Safety &  
Professional Services  
Manufactured Home Unit  
P.O. Box 8935  
Madison, WI 53708-8935  
Phone: (608) 264-9596

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 two copies of completed form and two separate checks to the above address for the financing fee and dealer license fee (boxes on left and right, below).**
- **Are you applying for a dealer license as a  Dealer or  Dealer-Cash Only or  Dealer: Broker-Restricted?**

Legal Name of Business	<input type="checkbox"/> FEIN or <input type="checkbox"/> SSN (Please check one)																					
Trade Name or DBA	(Area Code) Telephone No.																					
Business Location Address and Mailing Address – if Different	Sales Tax Seller Permit No. (Not required for consignment sales. To obtain permit number call Dept. of Revenue at 608-266-2776.)																					
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)																					
If the above business address does not include a specific street number, furnish directions to your business location including highway numbers or letters and distances.																						
Business Entity: <input type="checkbox"/> Corporation <input type="checkbox"/> Limited Liability Corp.* <input type="checkbox"/> Partnership <input type="checkbox"/> Sole Proprietorship <b>*If your business entity is a Limited Liability Corp., you must submit a CORPORATE financial statement.</b>																						
If domestic corporation, date of incorporation. (To file as a corporation call Dept. of Financial Institutions, Div. Of Corporate & Consumer Services, at (608) 261-9555.)	If foreign corporation, date licensed in Wisconsin.																					
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<b>DEALER FINANCE LICENSE--FOUR-YEAR FEES **CHECK ONE BOX ONLY**</b>  <input type="checkbox"/> During the next four years our dealership will sell <u>all</u> manufactured \$ <u>40</u> homes on a <u>cash only</u> basis.  <input type="checkbox"/> We are a licensed DOT motor vehicle dealer originating financing at the same location. Our DOT dealer number(s) are: \$ <u>40</u> Motorcycle License No. _____ Motor Driven Vehicle License No. _____ Recreational Vehicle License No. _____  <input type="checkbox"/> Our dealership originates retail installment sales contracts or consumer leases. The contracts or leases we originate may be sold or transferred to a third party or may be retained by the dealership. \$ <u>200</u>  Does your dealership write credit insurance? <input type="checkbox"/> Yes <input type="checkbox"/> No  Amount Payable to: Department of Financial Institutions = \$ _____  <b>MAKE ONE CHECK PAYABLE TO: DEPT. OF FINANCIAL INSTITUTIONS</b> If you have questions regarding fees payable to DFI, call (608) 261-9555	<b>DEALER &amp; SALESPERSON LICENSES--FOUR-YEAR FEES:</b>  <b>REQUIRED FEES:</b> Dealer License – Main Business Office (\$215) \$ <u>215</u>  Salesperson License, if dealer wishes one (\$ 31 X No. _____) \$ _____ (At least one Salesperson License is required for a dealership) (Salesperson License will be issued separately from Dealer License)  <b>Additional Fee, when applicable:</b> Branch License (\$215 X No.) \$ _____  <b>Total Payable to: State of WI - DSPS = \$ _____</b>  <b>MAKE ONE CHECK PAYABLE TO: STATE OF WI - DSPS</b> If you have questions regarding fees payable to DSPS, call (608) 264-9596.																					

## 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 s. 101.91 (3) Wisconsin Stats. If two or more 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 Table Comm 5.323-2 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 (SBD-10679), or Table Comm 5.323-2 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.

## DEPARTMENT OF FINANCIAL INSTITUTIONS

Manufactured home dealer licensing law requires all manufactured home dealers to pay a four-year fee to the Department of Financial Institutions (DFI) for processing a dealer license. This fee is not refundable.

- The four-year fee is \$40 if you will have no involvement in originating finance transactions.
- The four-year fee is \$200 if you will have any involvement in originating finance transactions, whether you retain them or immediately assign them to a financial institution. The dealer finance license allows you to originate installment contracts and consumer leases.

If you originate and carry sales finance contracts, we suggest you contact DFI to be sure you understand consumer credit law. To get a copy of the law or discuss any questions or problems you might have with the dealer finance license or consumer credit law, call DFI at (608) 261-9555 or write to them at P.O. Box 7876, Madison, WI 53707-7876.

## MANUFACTURED HOME DEALER SIGNATURE

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