

Wisconsin Department of Safety and Professional Services

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Office Location: 4822 Madison Yards Way
Madison, WI 53705
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DIVISION OF PROFESSIONAL CREDENTIAL PROCESSING

INFORMATION FOR MANUFACTURED HOME DEALER LICENSE APPLICATION

MANUFACTURED HOME—A structure, as defined in [Wis. Stat. § 101.91\(2\)](#) 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 [Wis. Stat. § 101.91\(3\)](#). 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 ([SBD-10678](#)), or Bond form ([SBD-10679](#)), or see [Table 305.323-1](#), as provided in Wis. Admin. Code § [SPS 305.323\(3\)\(a\)](#), 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 ([SBD-10678](#)), or Bond form ([SBD-10679](#)), or [Table 305.323-2](#), as provided in Wis. Admin. Code § [SPS 305.323\(3\)\(a\)](#), 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.

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

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The Department must deny your application if you are liable for delinquent state taxes, UI contributions, or child support (Wis. Stat. §§ 440.12 and 440.13).

PLEASE TYPE OR PRINT IN INK <input type="checkbox"/> Your name, address, phone number, and e-mail address are available to the public. Check box to withhold street address/PO Box, phone number, and e-mail address from lists of 10 or more credential holders (Wis. Stat. § 440.14). Personal information you provide may be used for secondary purposes (Privacy Law § 15.04(1)(m)).	
Legal Name of Business	Trade/DBA Name (if applicable)
Business Location Address (street, city, state, zip code)	Telephone Number
Mailing Address (if different)	Check one <input type="checkbox"/> FEIN or <input type="checkbox"/> SSN and list below:
Owners Name	Sales Tax Seller Permit No. _____ (Not required for consignment sales. To obtain a permit number call the Dept of Revenue, 608-266-2776.)
PO Box (city, state, zip code +4)	County
Branch Office Address (if applicable)	Anticipated date business facilities will be ready
E-mail Address	Type of Dealer License (select one) <input type="checkbox"/> Broker/Restricted Broker <input type="checkbox"/> Non-Broker
List Makes of Manufactured Homes to Be Sold <input type="checkbox"/> NEW <input type="checkbox"/> USED	
<input type="checkbox"/> Yes <input type="checkbox"/> No	Do you own and operate your own service department? If No, attach Service Agreement Form.
<input type="checkbox"/> Yes <input type="checkbox"/> No	Do you own the business property? If No, attach a copy of your 4-year lease.
<input type="checkbox"/> Yes <input type="checkbox"/> No	Have you as an individual and/or your above-named firm been licensed as a dealer before? If Yes, list location:
<input type="checkbox"/> Yes <input type="checkbox"/> No	Has your manufactured home dealer license ever been denied, suspended, or revoked? If Yes, provide details as to when and why:
<input type="checkbox"/> Yes <input type="checkbox"/> No	Was there a licensed dealer at this same location previously this year? If Yes, list dealer name:
<input type="checkbox"/> Yes <input type="checkbox"/> No	Is your firm engaged in other dealerships? If Yes, list location(s) and License #(s) of additional dealerships:

DEALER & SALESPERSON LICENSE FEES (4-year fees): Fill form completely, sign, date, and attach check payable to State of WI – DSPTS.

Required Fees

Main Business Office Dealer License (\$215)	\$ <u>215</u>
Salesperson License* (if dealer wishes one) (\$31 x No. _____)	
*A minimum of one salesperson license is required for a dealership. (Salesperson license will be issued separately from dealer license.)	
	\$ _____
Additional Fee(s), when applicable	
Branch License (\$215 x No. _____)	\$ _____
TOTAL (Payable to State of WI-DSPTS)	\$ _____

For Office Use Only

I hereby certify under penalty of [Wis. Stat. § 101.965](#), 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 [Wis. Stat. § 101.951\(6\)\(b\)](#).

Signature of Manufactured Home Dealer Applicant (Print and Sign Form)	Title	Date