



VIRTUAL/TELECONFERENCE
MANUFACTURED HOUSING CODE COUNCIL
Virtual, 4822 Madison Yards Way, Madison
Contact: Will Johnson (608) 266-2112
February 11, 2026

The following agenda describes the issues that the Council plans to consider at the meeting. At the time of the meeting, items may be removed from the agenda. Please consult the meeting minutes for a record of the actions of the Council.

AGENDA

9:30 A.M.

OPEN SESSION – CALL TO ORDER – ROLL CALL

- A. Adoption of Agenda (1-3)**
- B. Approval of Minutes of September 24, 2025 (4)**
- C. Reminders: Conflicts of Interest, Scheduling Concerns
- D. Introductions, Announcements and Recognition
- E. Administrative Matters – Discussion and Consideration**
 - 1. Department, Staff and Council Updates
 - 2. 2026 Meeting Dates (5)**
 - 3. Annual Policy Review (6-8)**
 - 4. Election of Officers (9)**
 - 5. Council Members
 - a. Bennett, Jordan H. – Owner of Manufactured Home Community
 - b. Breitlow, Steven S. – Labor Representative
 - c. Diedrich, Angela C. – WI Manufactured Housing Industry Association Representative
 - d. Goettl, Justin – Suppliers of Materials or Services Representative
 - e. Gorleski, Robert A. – Inspector of Manufactured Homes
 - f. Hunington, Bart J. – Manufactured Home Dealers Representative Member
 - g. Mantey, Ryan W. – Installer of Manufactured Homes
 - h. Nernberger, Casey K. – Manufacturer of Manufactured Homes
 - i. Reinen, Michelle – Public Member
 - j. Ruetten, Kirk – Secretary Designee
 - k. Thiede, Mark – Manufactured Home Dealers Member
 - 6. Advisory Council Role and Overview
- F. Administrative Rule Matters – Discussion and Consideration**
 - 1. Review of Manufactured Homes Related Administrative Code Chapters

2. Pending and Possible Rulemaking Projects

G. Legislative and Policy Matters – Discussion and Consideration

1. 2025 Assembly Bill 549 (10-23)

H. Manufactured Housing Codes and Foundation Requirements – Discussion and Consideration (24)

I. Manufactured Housing Installation Inspection Requirements – Discussion and Consideration (25)

J. Discussion and Consideration of Items Added After Preparation of Agenda:

1. Introductions, Announcements and Recognition
2. Administrative Matters
3. Election of Officers
4. Appointment of Liaisons and Alternates
5. Delegation of Authorities
6. Education and Examination Matters
7. Credentialing Matters
8. Legislative and Policy Matters
9. Administrative Rule Matters
10. Council Liaison Training and Appointment of Mentors
11. Informational Items
12. Division of Legal Services and Compliance (DLSC) Matters
13. Motions
14. Petitions
15. Appearances from Requests Received or Renewed

K. Public Comments

CONVENE TO CLOSED SESSION to consider licensure or certification of individuals (s. 19.85(1)(b), Stats.); to consider individual histories or disciplinary data (s. 19.85(1)(f), Stats.); and to confer with legal counsel (s. 19.85(1)(g), Stats.).

L. Discussion and Consideration of Items Added After Preparation of Agenda:

1. Introductions, Announcements and Recognition
2. Administrative Matters
3. Election of Officers
4. Appointment of Liaisons and Alternates
5. Delegation of Authorities
6. Education and Examination Matters

M. Consulting with Legal Counsel

RECONVENE TO OPEN SESSION IMMEDIATELY FOLLOWING CLOSED SESSION

N. Vote on Items Considered or Deliberated Upon in Closed Session if Voting is Appropriate

O. Open Session Items Noticed Above Not Completed in the Initial Open Session

ADJOURNMENT

NEXT MEETING: AUGUST 12, 2026

MEETINGS AND HEARINGS ARE OPEN TO THE PUBLIC, AND MAY BE CANCELLED
WITHOUT NOTICE.

Times listed for meeting items are approximate and depend on the length of discussion and voting. All meetings are held virtually unless otherwise indicated. In-person meetings are typically conducted at 4822 Madison Yards Way, Madison, Wisconsin, unless an alternative location is listed on the meeting notice. In order to confirm a meeting or to request a complete copy of the board's agenda, please visit the Department website at <https://dsps.wi.gov>. The board may also consider materials or items filed after the transmission of this notice. Times listed for the commencement of any agenda item may be changed by the board for the convenience of the parties. The person credentialed by the board has the right to demand that meeting at which final action may be taken against the credential be held in open session. Requests for interpreters for the hard of hearing, or other accommodations, are considered upon request by contacting the Affirmative Action Officer or reach the Meeting Staff by calling 608-267-7213.

**VIRTUAL/TELECONFERENCE
MANUFACTURED HOUSING CODE COUNCIL
MEETING MINUTES
SEPTEMBER 24, 2025**

PRESENT: Jordan Bennett, Angela Diedrich, Justin Goettl, Robert Gorleski, Bart Huntington, Ryan Mantey (*arrived at 10:02 a.m.*), Casey Nernberger, Michelle Reinen, Kirk Ruetten, Mark Thiede

ABSENT: Steven Breitlow

STAFF: Will Johnson, Executive Director; Renee Parton, Assistant Deputy Chief Legal Counsel; Nilajah Hardin, Administrative Rule Coordinator; Tracy Drinkwater, Board Administration Specialist; and other Department Staff

CALL TO ORDER

Bart Huntington, Chairperson, called the meeting to order at 9:35 a.m. A quorum was confirmed with seven (7) members present.

ADOPTION OF AGENDA

MOTION: Angela Diedrich moved, seconded by Robert Gorleski, to adopt the agenda as published. Motion carried unanimously.

APPROVAL OF MINUTES FROM JULY 23, 2025

MOTION: Casey Nernberger moved, seconded by Robert Gorleski, to approve the minutes of July 23, 2025, as published. Motion carried unanimously.

Ryan Mantey arrived at 10:02 a.m.

ADJOURNMENT

MOTION: Robert Gorleski moved, seconded by Mark Thiede, to adjourn the meeting. Motion carried unanimously.

The meeting adjourned at 10:22 a.m.

MANUFACTURED HOUSING CODE COUNCIL
2026 Meeting Dates

Meeting Date	Start time	Location	Agenda Item Deadline
Wednesday, February 11, 2026	9:30 AM	Virtual	1/30/2026
Wednesday, August 12, 2026	9:00 AM	Virtual	7/31/2026

**State of Wisconsin
Department of Safety & Professional Services**

AGENDA REQUEST FORM

- 1) Name and title of person submitting the request: Audra Cohen-Plata, DPD Division Administrator
 - 2) Date When Request Submitted: 12/11/2025
 - 3) Name of Board, Committee, Council, Section: **All Boards**
 - 4) Meeting Date: **First Meeting of 2026**
-
- 5) Attachments: **Yes**
 - 6) How should the item be titled on the agenda page? **Administrative Matters: Annual Policy Review**
 - 7) Place Item in: **Open Session**
 - 8) Is an appearance before the Board being scheduled? No
 - 9) Name of Case Advisor(s), if applicable: N/A
-
- 10) Describe the issue and action that should be addressed:

Please be advised of the following policy item attachments:

- 1) 2026 Annual Policy Review Memo
- 2) Timeline of a Meeting
- 3) Sample Per Diem Report



DATE: January 1, 2026
TO: DSPP Board, Council, and Committee Members
FROM: Division of Policy Development
SUBJECT: 2026 Administrative Policy Reminders

Please be advised of the following policy items:

1. In-Person and Virtual Meetings: Depending on the frequency of scheduled meetings, discussion topics, and member availability, DSPP may host one or more in-person meetings. Virtual connection options are available for all board meetings. If you are traveling internationally, please see item 9 below.
2. Attendance/Quorum: Thank you for your service and commitment to meeting attendance. If you cannot attend a meeting or have scheduling conflicts impacting your attendance, please let us know as soon as possible. A quorum is required for Boards, Sections, and Councils to meet pursuant to Open Meetings Law. Connect to / arrive at meetings 10 minutes before posted start time to allow for audio/connection testing, and timely Call to Order and Roll Call. Virtual meetings include viewable onscreen materials and A/V (speaker/microphone/video) connections.
3. Walking Quorum: Board/Section/Council members must not collectively discuss the body's business outside a properly noticed meeting. If several members of a body do so, they could be violating the open meetings law.
4. Mandatory Training: All Board Members must complete Public Records and Ethics Training, annually. [Register to set up an account](#) in the Cornerstone LearnCenter online portal or [Log in](#) to an existing account.
5. Agenda Deadlines: Please communicate agenda topics to your Executive Director before the agenda submission deadline at 12:00 p.m., eight business days before a meeting. (Attachment: Timeline of a Meeting)
6. Travel Voucher and Per Diem Submissions: Please submit all Per Diem and Reimbursement claims to DSPP within 30 days of the close of each month in which expenses are incurred. (Attachment: Per Diem Form) Travel Vouchers are distributed on travel approval.
7. Lodging Accommodations/Hotel Cancellation Policy: Lodging accommodations are available to eligible members for in-person meetings. Standard eligibility: the member must leave home before 6:00 a.m. to attend an in-person meeting by the scheduled start time.
 - a. If a member cannot attend a meeting, they must cancel their reservation with the hotel within the applicable cancellation timeframe.
 - b. If a meeting is changed to occur remotely, is canceled, or rescheduled, DSPP staff will cancel or modify reservations as appropriate.
8. Inclement Weather Policy: In inclement weather, the DSPP may change a meeting from an in-person venue to a virtual/teleconference only.
9. International Travel: Use of State-managed IT resources and access of State data outside the United States are strictly prohibited, as they cause an unacceptable level of cybersecurity risk. This prohibition includes all State-provided or State-managed IT resources housed on personal devices. Please advise your Executive Director of any planned international travel commitments that may coincide with board meetings or other board business in advance of your departure.

Timeline of a Meeting

At least 2 weeks (10 business days) prior to the meeting

Submit Agenda Item suggestions to the Board's Executive Director. Include background materials. Copyright-protected materials must be accompanied by written permission from the publisher to share documents.

8 business days prior to the meeting

The Agenda is drafted. (All agenda materials are due to the Department by 12:00 p.m.)

7 business days prior to the meeting

The draft agenda is submitted to the Executive Director; the Executive Director transmits it to the Chair for review and approval.

5 business days prior to the meeting

The approved agenda is returned to the Board Administration Specialist (BA) for agenda packet production and compilation.

4 business days prior to the meeting

Agenda packets are posted on the DSPS Board SharePoint site and on the Board webpage.

Agenda Item Examples:

- | | |
|---|--|
| <ul style="list-style-type: none">• Open Session Items<ul style="list-style-type: none">• Public Hearings and Administrative Rules Matters• Administrative Matters• Legislation and Policy Matters• Credentialing Matters• Education and Exam Issues• Public Agenda Requests• Current Issues Affecting the Profession | <ul style="list-style-type: none">• Closed Session items<ul style="list-style-type: none">• Deliberations on Proposed Disciplinary Actions• Monitoring Matters• Professional Assistance Procedure (PAP) Issues• Proposed Final Decisions and Orders• Orders Fixing Costs/Matters Relating to Costs• Credentialing Matters• Education and Exam Issues |
|---|--|

Thursday of the Week Prior to the Meeting

Agendas are published for public notice on the Wisconsin Public Notices and Meeting Minutes website: publicmeetings.wi.gov.

1 business day after the Meeting

"Action" lists are distributed to Department staff detailing board actions on closed session business.

5 business days after the Meeting

"To Do" lists are distributed to staff to ensure that board open session decisions are acted on and/or implemented within the appropriate divisions in the Department. Minutes approved by the board are published on the Wisconsin Public Notices and Meeting Minutes website: publicmeetings.wi.gov.

MANUFACTURED HOUSING CODE COUNCIL
2025 Officers

2025 ELECTION RESULTS	
Chairperson	Bart Huntington
Vice Chairperson	Mark Thiede
Secretary	Kirk Ruetten

**State of Wisconsin
Department of Safety & Professional Services**

AGENDA REQUEST FORM

1) Name and title of person submitting the request: Nilajah Hardin Administrative Rules Coordinator		2) Date when request submitted: 1/29/26 <small>Items will be considered late if submitted after 12:00 p.m. on the deadline date which is 8 business days before the meeting</small>										
3) Name of Board, Committee, Council, Sections: Manufactured Housing Code Council												
4) Meeting Date: 2/11/26	5) Attachments: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	6) How should the item be titled on the agenda page? Legislative and Policy Matters – Discussion and Consideration 1. 2025 Assembly Bill 549										
7) Place Item in: <input checked="" type="checkbox"/> Open Session <input type="checkbox"/> Closed Session	8) Is an appearance before the Board being scheduled? <i>(If yes, please complete Appearance Request for Non-DSPS Staff)</i> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	9) Name of Case Advisor(s), if required: N/A										
10) Describe the issue and action that should be addressed: Attachments: 1. 2025 WI AB 549												
<table style="width: 100%; border: none;"> <tr> <td style="width: 60%; border: none;">11) Authorization</td> <td style="width: 40%; border: none;"></td> </tr> <tr> <td style="border: none;"> <div style="display: flex; justify-content: space-between;"> <div> Signature of person making this request </div> <div> 1/29/26 Date </div> </div> </td> <td style="border: none;"></td> </tr> <tr> <td style="border: none;"> Supervisor (if required) </td> <td style="border: none;"> Date </td> </tr> <tr> <td colspan="2" style="border: none;"> Executive Director signature (indicates approval to add post agenda deadline item to agenda) </td> <td style="border: none;"> Date </td> </tr> </table>				11) Authorization		<div style="display: flex; justify-content: space-between;"> <div> Signature of person making this request </div> <div> 1/29/26 Date </div> </div>		Supervisor (if required)	Date	Executive Director signature (indicates approval to add post agenda deadline item to agenda)		Date
11) Authorization												
<div style="display: flex; justify-content: space-between;"> <div> Signature of person making this request </div> <div> 1/29/26 Date </div> </div>												
Supervisor (if required)	Date											
Executive Director signature (indicates approval to add post agenda deadline item to agenda)		Date										
Directions for including supporting documents: 1. This form should be attached to any documents submitted to the agenda. 2. Post Agenda Deadline items must be authorized by a Supervisor and the Policy Development Executive Director. 3. If necessary, provide original documents needing Board Chairperson signature to the Bureau Assistant prior to the start of a meeting.												



2025 ASSEMBLY BILL 549

October 15, 2025 - Introduced by Representatives BEHNKE, KNODL, KREIBICH, MELOTIK, MURSAU, O'CONNOR, STEFFEN and WICHGERS, cosponsored by Senators WIMBERGER and NASS. Referred to Committee on Housing and Real Estate.

1 **AN ACT *to repeal*** 101.91 (4), 101.9203 (3), 101.921 (1) (c), 101.9211 (4) (b) 3.
2 and 4., 101.9216 (3) and (4) and 101.9221 (4); ***to amend*** 101.91 (1j), 101.91 (3)
3 (intro.), 101.91 (9), 101.9203 (1), 101.9203 (2), 101.9205 (2) (intro.), 101.9206
4 (1) (d), 101.9209 (3), 101.9209 (5) (c), 101.921 (1) (a), 101.921 (1) (b), 101.9212
5 (title), 101.9217 (2) (a), 101.9221 (3), 101.951 (1) and 101.952 (1); ***to create***
6 101.9204 (1) (h), 101.9205 (2) (bm), 101.9206 (1) (f), 101.9212 (4), 101.935 (2n)
7 and 101.9525 of the statutes; **relating to:** manufactured home sales and
8 certificates of title and modifying administrative rules of the Department of
9 Safety and Professional Services related to manufactured home purchase
10 contracts.

Analysis by the Legislative Reference Bureau

This bill makes a number of changes to the regulation of manufactured home sales by the Department of Safety and Professional Services. Under current law, an application for a certificate of title for a manufactured home must include certain information, including the name and address of the owner and a description of the

ASSEMBLY BILL 549

manufactured home. Under the bill, the application must also include the county in which the manufactured home is situated or intended to be situated. In addition, the bill allows an application, and the accompanying fee, to be submitted to DSPS in an automated format prescribed by DSPS. Under current law, an application for a certificate of title must be delivered directly or mailed to DSPS.

Current law requires DSPS to maintain a record of all applications and all certificates of title issued by DSPS. Under current law, the applications and certificates must be indexed according to title number; alphabetically, according to the name of the owner; and in any other manner determined by DSPS. The bill requires DSPS to make the records publicly available and to additionally index the records by the county in which the manufactured home is situated or intended to be situated. In addition, the bill requires DSPS to maintain and make available to the public a record of each manufactured home community in the state. Each such record must include the name of the manufactured home community, the name and contact information of the owner of the manufactured home community, and the physical address of the manufactured home community.

Under current law, a certificate of title for a manufactured home issued by DSPS must contain the name and address of the owner; the names of any secured parties in the order of priority; the title number assigned to the manufactured home; a description of the manufactured home, including make, model, and identification number; and any other pertinent data, as determined by DSPS. Under the bill, the certificate of title must also contain the address where the manufactured home is situated or intended to be situated. In addition, the description of the manufactured home must include the year of manufacture.

Under current law, no person may engage in the business of selling manufactured homes in this state without first obtaining a license from DSPS. Under the bill, this prohibition is expanded to marketing or listing manufactured homes in this state without first obtaining a license from DSPS.

Finally, the bill requires a licensed seller of a manufactured home to use a written purchase contract for each sale of a manufactured home and provide an exact copy of the purchase contract to the purchaser at the time the purchaser signs the offer to purchase the manufactured home. An exact copy must be provided again after the seller accepts the offer if the offer is accepted at a different time than offered by the purchaser. The bill also provides that, unless otherwise specified in the purchase contract, a purchaser's offer to purchase a manufactured home is automatically terminated if the seller fails to accept or reject the offer by the close of the business day after the purchaser submits the offer. Under the bill, if a purchaser provides a seller with notice that the purchaser is canceling a purchase contract for a manufactured home, the seller must, no later than the close of the business day after the seller receives the notice, return any title for a trade-in unit provided by the purchaser.

For further information see the state fiscal estimate, which will be printed as an appendix to this bill.

ASSEMBLY BILL 549

SECTION 1

The people of the state of Wisconsin, represented in senate and assembly, do enact as follows:

1 **SECTION 1.** 101.91 (1j) of the statutes is amended to read:

2 101.91 (1j) “Installer” means a person who is in the business of installing new
3 manufactured homes.

4 **SECTION 2.** 101.91 (3) (intro.) of the statutes is amended to read:

5 101.91 (3) (intro.) “Manufactured home dealer” means a person who, for a
6 commission or other thing of value, sells, exchanges, buys or rents, markets for sale
7 or exchange, lists for sale or exchange, or offers or attempts to negotiate a sale or
8 exchange of an interest in, a manufactured home or who is engaged wholly or
9 partially in the business of selling manufactured homes, whether or not the
10 manufactured homes are owned by the person, but does not include any of the
11 following:

12 **SECTION 3.** 101.91 (4) of the statutes is repealed.

13 **SECTION 4.** 101.91 (9) of the statutes is amended to read:

14 101.91 (9) “Manufactured home salesperson” means any person who is
15 employed by a manufactured home manufacturer or manufactured home dealer to
16 sell, market for sale, list for sale, or lease manufactured homes.

17 **SECTION 5.** 101.9203 (1) of the statutes is amended to read:

18 101.9203 (1) Except as provided in ~~subs. (3) and sub. (4)~~, the owner of a
19 manufactured home situated in this state or intended to be situated in this state
20 shall make application for a certificate of title under s. 101.9209 for the
21 manufactured home if the owner has newly acquired the manufactured home.

22 **SECTION 6.** 101.9203 (2) of the statutes is amended to read:

ASSEMBLY BILL 549**SECTION 6**

1 101.9203 (2) Any owner who situates in this state a manufactured home for
2 which a certificate of title is required without the certificate of title having been
3 issued or applied for, knowing that the certificate of title has not been issued or
4 applied for, may be required to forfeit not more than \$200. A certificate of title is
5 considered to have been applied for when the application accompanied by the
6 required fee has been delivered to the department ~~or~~, deposited in the mail properly
7 addressed and with postage prepaid, or submitted to the department in an
8 automated format prescribed by the department.

9 **SECTION 7.** 101.9203 (3) of the statutes is repealed.

10 **SECTION 8.** 101.9204 (1) (h) of the statutes is created to read:

11 101.9204 (1) (h) The county in which the manufactured home is situated or
12 intended to be situated.

13 **SECTION 9.** 101.9205 (2) (intro.) of the statutes is amended to read:

14 101.9205 (2) (intro.) The department shall maintain and make available to
15 the public a record of all applications, and all certificates of title issued by the
16 department, indexed in the following manners:

17 **SECTION 10.** 101.9205 (2) (bm) of the statutes is created to read:

18 101.9205 (2) (bm) By county in which the manufactured home is situated or
19 intended to be situated.

20 **SECTION 11.** 101.9206 (1) (d) of the statutes is amended to read:

21 101.9206 (1) (d) A description of the manufactured home, including make,
22 model ~~and~~, identification number, and year of manufacture.

23 **SECTION 12.** 101.9206 (1) (f) of the statutes is created to read:

ASSEMBLY BILL 549**SECTION 12**

1 101.9206 (1) (f) The address where the manufactured home is situated or
2 intended to be situated.

3 **SECTION 13.** 101.9209 (3) of the statutes is amended to read:

4 101.9209 (3) A transfer by an owner is not effective until the applicable
5 provisions of this section have been complied with. An owner who has delivered
6 possession of the manufactured home to the transferee and has complied with the
7 provisions of this section requiring action by ~~him or her~~ the owner is not liable as
8 owner for any damages thereafter resulting from use of the ~~mobile~~ manufactured
9 home.

10 **SECTION 14.** 101.9209 (5) (c) of the statutes is amended to read:

11 101.9209 (5) (c) A certificate is considered under this subsection to have been
12 applied for when the application accompanied by the required fee has been
13 delivered to the department ~~or~~, deposited in the mail properly addressed with
14 postage prepaid, or submitted to the department in an automated format
15 prescribed by the department.

16 **SECTION 15.** 101.921 (1) (a) of the statutes is amended to read:

17 101.921 (1) (a) ~~Except as provided in par. (b), if a~~ A manufactured home
18 dealer who acquires a manufactured home and holds it for resale ~~or accepts a~~
19 ~~manufactured home for sale on consignment, the manufactured home dealer~~ may
20 ~~not~~ submit to the department the certificate of title or application for certificate of
21 title naming the manufactured home dealer as owner of the manufactured home.

22 (d) Upon transferring ~~the~~ a manufactured home to another person, the
23 manufactured home dealer shall immediately give the transferee, on a form
24 prescribed by the department, a receipt for all title, security interest, and sales tax

ASSEMBLY BILL 549**SECTION 15**

1 moneys paid to the manufactured home dealer for transmittal to the department
2 when required. Unless the manufactured home has no certificate of title as a result
3 of the exemption under s. 101.9203 (4), the manufactured home dealer shall
4 promptly execute the assignment and warranty of title, showing the name and
5 address of the transferee and of any secured party holding a security interest
6 created or reserved at the time of the resale ~~or sale on consignment~~, in the spaces
7 provided therefor on the certificate or as the department prescribes. Within 7
8 business days following the sale or transfer, the manufactured home dealer shall
9 mail or deliver the certificate or application for certificate to the department with
10 the transferee's application for a new certificate, unless the transferee is exempt
11 from making application for a certificate of title under s. 101.9203 (4). ~~—A~~
12 ~~nonresident who purchases a manufactured home from a manufactured home~~
13 ~~dealer in this state may not, unless otherwise authorized by rule of the department,~~
14 ~~apply for a certificate of title issued for the manufactured home in this state unless~~
15 ~~the manufactured home dealer determines that a certificate of title is necessary to~~
16 ~~protect the interests of a secured party.~~ The manufactured home dealer is
17 responsible for determining whether a certificate of title and perfection of security
18 interest is required. The manufactured home dealer is liable for any damages
19 incurred by the department or any secured party for the manufactured home
20 dealer's failure to perfect a security interest that the manufactured home dealer
21 had knowledge of at the time of sale.

22 **SECTION 16.** 101.921 (1) (b) of the statutes is amended to read:

23 101.921 (1) (b) ~~Except when all available spaces for a manufactured home~~
24 ~~dealer's reassignment on a certificate of title have been completed or as otherwise~~

ASSEMBLY BILL 549**SECTION 16**

~~authorized by rules of the department, a~~ A manufactured home dealer who acquires ~~a manufactured home and holds it for resale or~~ accepts a manufactured home for sale on consignment may not apply for a certificate of title naming the manufactured home dealer as owner of the manufactured home.

SECTION 17. 101.921 (1) (c) of the statutes is repealed.

SECTION 18. 101.9211 (4) (b) 3. and 4. of the statutes are repealed.

SECTION 19. 101.9212 (title) of the statutes is amended to read:

101.9212 (title) When department to issue a new certificate; records of inactive certificates.

SECTION 20. 101.9212 (4) of the statutes is created to read:

101.9212 (4) When the department issues a new certificate of title for a manufactured home, the department shall update the records maintained under s. 101.9205 to indicate that any previous certificates of title the department issued for the manufactured home are inactive.

SECTION 21. 101.9216 (3) and (4) of the statutes are repealed.

SECTION 22. 101.9217 (2) (a) of the statutes is amended to read:

101.9217 (2) (a) An owner shall promptly deliver the owner's certificate of title to any secured party who is named on it or who has a security interest in the manufactured home described in it under any other applicable prior law of this state, upon receipt of a notice from ~~such~~ the secured party that the security interest is to be assigned, ~~extended~~ or perfected. Any owner who fails to deliver the certificate of title to a secured party requesting it under this paragraph shall be liable to such secured party for any loss caused to the secured party thereby and may be required to forfeit not more than \$200.

ASSEMBLY BILL 549**SECTION 23**

SECTION 23. 101.9221 (3) of the statutes is amended to read:

101.9221 (3) The applicant is a manufactured home dealer and is prohibited from applying for a certificate of title under s. 101.921 (1) ~~(a)-or~~ (b).

SECTION 24. 101.9221 (4) of the statutes is repealed.

SECTION 25. 101.935 (2n) of the statutes is created to read:

101.935 (2n) The department shall maintain and make available to the public a record of each manufactured home community in the state. Each record shall include the name of the manufactured home community, the name and contact information of the owner of the manufactured home community, and the physical address of the manufactured home community.

SECTION 26. 101.951 (1) of the statutes is amended to read:

101.951 (1) No person may engage in the business of selling, marketing, or listing manufactured homes to a consumer or to the retail market in this state unless first licensed to do so by the department as provided in this section.

SECTION 27. 101.952 (1) of the statutes is amended to read:

101.952 (1) No person may engage in the business of selling, marketing, or listing manufactured homes to a consumer or to the retail market in this state without a license therefor from the department. If a manufactured home dealer acts as a manufactured home salesperson, the manufactured home dealer shall secure a manufactured home salesperson's license in addition to the license for engaging as a manufactured home dealer.

SECTION 28. 101.9525 of the statutes is created to read:

101.9525 Purchase contracts for manufactured homes. (1)

DEFINITIONS. In this section:

ASSEMBLY BILL 549**SECTION 28**

1 (a) “Cash price” means a licensed seller’s asking price, including options and
2 accessories installed by the licensed seller and additional licensed seller markup,
3 profit, and transportation charges, minus the dollar value of cash discounts.

4 (b) “Licensed seller” means a manufactured home dealer or manufactured
5 home salesperson.

6 (c) “Purchaser” means a purchaser or prospective purchaser at retail that is
7 not a licensed seller.

8 **(2) USE OF WRITTEN PURCHASE CONTRACTS REQUIRED.** (a) A licensed seller
9 shall use a written purchase contract that complies with sub. (3) for each sale of a
10 manufactured home.

11 (b) A licensed seller shall provide an exact copy of a purchase contract under
12 par. (a) to the purchaser at the time the purchaser signs the offer to purchase a
13 manufactured home and again after the licensed seller accepts the offer if accepted
14 at a different time than offered by the purchaser. If any changes are made to the
15 purchase contract after the purchaser signs the offer or after the licensed seller
16 accepts the offer, all parties shall initial the changes on all copies of the purchase
17 contract.

18 (c) A licensed seller may not accept a down payment, deposit, or title for a
19 trade-in unit from a purchaser unless the purchaser has submitted a signed offer to
20 purchase using a written purchase contract that complies with sub. (3).

21 **(3) PURCHASE CONTRACT CONTENTS.** A purchase contract under this section
22 shall include all of the following:

23 (a) A clear statement that the purchaser is making an offer to purchase a
24 manufactured home.

ASSEMBLY BILL 549**SECTION 28**

(b) Clear statements of all of the following:

1. That cancellation by the purchaser of the purchase contract no later than the close of the business day after the licensed seller accepts the purchase contract may subject the purchaser to a penalty of up to 1 percent of the cash price of the manufactured home.

2. That cancellation by the purchaser of the purchase contract after the period under subd. 1. may subject the purchaser to a penalty not to exceed the penalty amount specified in the purchase contract.

3. That modification of the purchase contract does not extend the cancellation period under subd. 1.

4. That documented proof of notification of cancellation is required regardless of the method of notification.

(c) The purchase price of the manufactured home, which may be stated as a price range.

(d) A clear statement that the purchase price or highest price in a purchase price range stated under par. (c) may be increased as described in sub. (4) (c).

(e) The warranties and disclosures required under s. 101.953.

(f) If the manufactured home is consigned to or listed by the licensed seller, the name and address of the current titled owner.

(g) If the manufactured home is displayed for sale on a rental lot site or if a licensed seller represents that the manufactured home may occupy a site in a specified manufactured home community, clear statements of all of the following:

1. Whether the manufactured home may have to be moved from the site.

2. That the purchase contract is voidable by the purchaser if the purchaser is

ASSEMBLY BILL 549**SECTION 28**

1 rejected by, or the purchaser's manufactured home is not allowed in, the
2 manufactured home community.

3 3. If the manufactured home may remain on the site, that a copy of the
4 current manufactured home community lease and rules may be obtained from the
5 current manufactured home owner or the manufactured home community operator.

6 (4) PURCHASE PRICE; RANGES AND CHANGES. (a) Except as provided in par. (c),
7 a licensed seller may not increase the purchase price stated in a purchase contract
8 under this section after the licensed seller has accepted the purchaser's offer to
9 purchase a manufactured home.

10 (b) Except as provided in par. (c), if the purchase price in a purchase contract
11 under this section is stated as a price range, the final purchase price may not exceed
12 the highest price in the purchase price range.

13 (c) A licensed seller may increase the purchase price or highest price in a
14 purchase price range stated in a purchase contract under this section to account for
15 increased costs due to any of the following:

- 16 1. The addition of new equipment required by local, state, or federal law.
- 17 2. Local, state, or federal tax changes.
- 18 3. The reappraisal of a trade-in unit that has suffered damage or is missing
19 furnishings, appliances, or accessories that were part of the trade-in unit at the
20 time the purchase contract was executed. A price increase under this subdivision
21 may not exceed the retail repair costs of the damage incurred or the value of the
22 missing furnishings, appliances, or accessories.

23 (5) TERMINATION OF OFFERS TO PURCHASE. (a) Unless otherwise specified in
24 a purchase contract under this section, a purchaser's offer to purchase a

ASSEMBLY BILL 549**SECTION 28**

1 manufactured home is automatically terminated if the licensed seller fails to accept
2 or reject the offer by the close of the business day after the purchaser submits the
3 offer.

4 (b) If a licensed seller has received an offer to purchase a manufactured home,
5 the licensed seller may not sell the manufactured home to any other person until
6 the licensed seller rejects the offer, the offer is terminated under par. (a), or the
7 purchaser cancels the offer under sub. (6).

8 (c) If a licensed seller rejects an offer to purchase a manufactured home, the
9 licensed seller shall return any down payment, deposit, or title for a trade-in unit to
10 the purchaser within 2 business hours of the time the offer is rejected. If the
11 purchaser is not present or available during the 2-hour period, the licensed seller
12 shall, no later than the close of the business day after the licensed seller rejects the
13 offer, return the down payment, deposit, and title to the purchaser by delivery in
14 person or deposit in the mail properly addressed and with postage prepaid.

15 **(6) CANCELLATION OF PURCHASE CONTRACTS.** (a) If a purchaser provides a
16 licensed seller with notice that the purchaser is canceling a purchase contract for a
17 manufactured home, the licensed seller shall, no later than the close of the business
18 day after the licensed seller receives the notice, return any title for a trade-in unit
19 provided by the purchaser and any down payment or deposit the licensed seller does
20 not retain as a penalty under a contract provision described in sub. (3) (b).

21 (b) When a licensed seller sells a manufactured home away from the licensed
22 seller's licensed place of business, the licensed seller shall provide the purchaser
23 with written notice of the 3-day customer cancellation rights as provided under s.
24 423.203.

ASSEMBLY BILL 549

1 **SECTION 29.** SPS 305.323 (6) (a) to (i) of the administrative code are repealed.

2 **SECTION 30.** SPS 305.323 (7) (a) 2. of the administrative code is amended to
3 read:

SPS 305.323 (7) (a) 2. Form SBD-10807 or a purchase contract that meets the
requirements under s. 101.9525 (3), Stats., shall be used whenever a manufactured
home dealer sells a listed or consigned used manufactured home.

7 **SECTION 31.** SPS 305.323 (7) (b) of the administrative code is amended to
8 read:

9 SPS 305.323 (7) (b) *On-site sales on rental sites.* Manufactured homes selling
10 agreements for units offered for sale on-site on rental sites shall comply with sub.
11 ~~(6) (i)~~ s. 101.9525 (3) (g), Stats.

12 **SECTION 32. Effective dates.** This act takes effect on the day after
13 publication, except as follows:

14 (1) The treatment of administrative rules takes effect as provided in s.
15 227.265.

16 (END)

**State of Wisconsin
Department of Safety & Professional Services**

AGENDA REQUEST FORM

1) Name and Title of Person Submitting the Request: Justin Goettl, Council Member		2) Date When Request Submitted: 01/28/2026 <div style="border: 1px solid black; padding: 5px;"> Items will be considered late if submitted after 4:30 p.m. and less than: ▪ 10 work days before the meeting for Medical Board ▪ 14 work days before the meeting for all others </div>													
3) Name of Board, Committee, Council, Sections: Manufactured Housing Code Council															
4) Meeting Date: 02/11/2026	5) Attachments: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	6) How should the item be titled on the agenda page? Manufactured Housing Codes and Foundation Requirements – Discussion and Consideration													
7) Place Item in: <input checked="" type="checkbox"/> Open Session <input type="checkbox"/> Closed Session <input type="checkbox"/> Both		8) Is an appearance before the Board being scheduled? <input type="checkbox"/> Yes (Fill out Board Appearance Request) <input checked="" type="checkbox"/> No	9) Name of Case Advisor(s), if required:												
10) Describe the issue and action that should be addressed:															
<table style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2" style="border-bottom: 1px solid black; padding-bottom: 5px;"> 11) Authorization </td> </tr> <tr> <td style="width: 60%; border-bottom: 1px solid black; padding-bottom: 5px;"> Will Johnson </td> <td style="width: 40%; border-bottom: 1px solid black; padding-bottom: 5px; text-align: right;"> 01/28/2026 </td> </tr> <tr> <td style="border-bottom: 1px solid black; padding-bottom: 5px;"> Signature of person making this request </td> <td style="border-bottom: 1px solid black; padding-bottom: 5px; text-align: right;"> Date </td> </tr> <tr> <td style="border-bottom: 1px solid black; padding-bottom: 5px;"> Supervisor (if required) </td> <td style="border-bottom: 1px solid black; padding-bottom: 5px; text-align: right;"> Date </td> </tr> <tr> <td colspan="2" style="border-bottom: 1px solid black; padding-bottom: 5px;"> Executive Director signature (indicates approval to add post agenda deadline item to agenda) </td> </tr> <tr> <td colspan="2" style="border-bottom: 1px solid black; padding-bottom: 5px; text-align: right;"> Date </td> </tr> </table>				11) Authorization		Will Johnson	01/28/2026	Signature of person making this request	Date	Supervisor (if required)	Date	Executive Director signature (indicates approval to add post agenda deadline item to agenda)		Date	
11) Authorization															
Will Johnson	01/28/2026														
Signature of person making this request	Date														
Supervisor (if required)	Date														
Executive Director signature (indicates approval to add post agenda deadline item to agenda)															
Date															
Directions for including supporting documents: 1. This form should be attached to any documents submitted to the agenda. 2. Post Agenda Deadline items must be authorized by a Supervisor and the Policy Development Executive Director. 3. If necessary, Provide original documents needing Board Chairperson signature to the Board Admin Specialist prior to the start of a meeting.															

**State of Wisconsin
Department of Safety & Professional Services**

AGENDA REQUEST FORM

1) Name and Title of Person Submitting the Request: Angie Diedrich, Council Member		2) Date When Request Submitted: 02/05/2026 <div style="border: 1px solid black; padding: 2px;"> Items will be considered late if submitted after 4:30 p.m. and less than: ▪ 10 work days before the meeting for Medical Board ▪ 14 work days before the meeting for all others </div>											
3) Name of Board, Committee, Council, Sections: Manufactured Housing Code Council													
4) Meeting Date: 02/11/2026	5) Attachments: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	6) How should the item be titled on the agenda page? Manufactured Housing Installation Inspection Requirements – Discussion and Consideration											
7) Place Item in: <input checked="" type="checkbox"/> Open Session <input type="checkbox"/> Closed Session <input type="checkbox"/> Both		8) Is an appearance before the Board being scheduled? <input type="checkbox"/> Yes (Fill out Board Appearance Request) <input checked="" type="checkbox"/> No	9) Name of Case Advisor(s), if required:										
10) Describe the issue and action that should be addressed:													
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">11) Authorization</td> <td style="width: 40%;"></td> </tr> <tr> <td>Will Johnson</td> <td style="text-align: right;">02/05/2026</td> </tr> <tr> <td style="border-top: 1px solid black;">Signature of person making this request</td> <td style="border-top: 1px solid black; text-align: right;">Date</td> </tr> <tr> <td style="border-top: 1px solid black;">Supervisor (if required)</td> <td style="border-top: 1px solid black; text-align: right;">Date</td> </tr> <tr> <td colspan="2" style="border-top: 1px solid black;">Executive Director signature (indicates approval to add post agenda deadline item to agenda) Date</td> </tr> </table>				11) Authorization		Will Johnson	02/05/2026	Signature of person making this request	Date	Supervisor (if required)	Date	Executive Director signature (indicates approval to add post agenda deadline item to agenda) Date	
11) Authorization													
Will Johnson	02/05/2026												
Signature of person making this request	Date												
Supervisor (if required)	Date												
Executive Director signature (indicates approval to add post agenda deadline item to agenda) Date													
Directions for including supporting documents: 1. This form should be attached to any documents submitted to the agenda. 2. Post Agenda Deadline items must be authorized by a Supervisor and the Policy Development Executive Director. 3. If necessary, Provide original documents needing Board Chairperson signature to the Board Admin Specialist prior to the start of a meeting.													