



Title and Registration Bureau

Manufactured Home Dealer Application Checklist

MVD Use Only

P.O. Box 201431, 302 N Roberts, Helena, MT 59620-1431

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• mvdtitleinfo@mt.gov

The forms required to apply for a manufactured home dealer license are indicated below.

- For additional information refer to Form MV22MD, an informational letter that contains information for complying with laws governing the business. Forms can be found on the state website at: <https://dojmt.gov/driving/dealers-forms/>

It is advised that you keep the informational letter for your files.

Check off items below before submitting your paperwork to the Title and Registration Bureau (TRB).

- Complete and sign the dealer application (MV25MD) - **all sections must be completed and all owners must sign.** If signing for a corporation, the person designated as the manager must sign. Submit a copy of the government-issued ID or tribal ID for all owners.
- Contact the Montana Highway Patrol, local law enforcement agency, or Compliance Specialist for an inspection of the business premises and completion of the inspection form (MV105MD).
- Obtain a dealer surety bond:
 - In the amount of \$50,000.
 - In the **full business name** (including full DBA name, if applicable) with the **business physical address.**
 - The license type must indicate: **Manufactured Home Dealer**
 - The expiration date must indicate **September 30th** of the current license year that is being applied for.
- All dealers must obtain proof of compliance with local land-use planning, zoning and business-permitting requirements which must include:
 - Written verification signed by an authorized representative of the zoning board.
 - Business street address
- Return all of the forms listed above with the necessary fees.

Upon receipt of this paperwork, the department will consider the establishment for licensure. It takes approximately three weeks for approval of a license.

Read carefully and complete all forms.

Any forms that are not completed properly or that do not have the correct fees submitted will be returned, which may cause a delay in receiving your license. Please contact the TRB if you have any questions.