



Title and Registration Bureau

# Manufactured Home Dealer Renewal Instructions

MVD Use Only

P.O. Box 201431, 302 N Roberts, Helena, MT 59620-1431 Phone (406) 444-3661 Fax (406) 444-0116 • [mvdtitleinfo@mt.gov](mailto:mvdtitleinfo@mt.gov)

Enclosed is an Annual Manufactured Home Dealer License Renewal Application.

We advise that you keep this information letter for your files, as it outlines the regulations and procedures governing the business.

Laws and regulations for a Montana Manufactured Home dealer can be found at the following website;  
<http://leg.mt.gov/bills/mca/61/12/61-12-901.htm>

**The dealer application and surety bond must be received in our office by September 30<sup>th</sup> in order to maintain the dealer license status and continue to sell new manufactured homes in the State of Montana. Failure to comply may result in suspension of license.**

**To provide adequate processing time, return all documents by September 15<sup>th</sup>.**

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

Complete and sign the enclosed renewal application. All sections must be completed and all owners must sign the form. If signing for a corporation, only one signature is required.

- If there are any changes in name, ownership or location from the previous year, a new application (MV25MD) must be submitted. Any change in location also requires a new inspection (MV105MD), proof of compliance with local land use planning and zoning and a rider to the surety bond. Forms can be found on the state website at:  
<https://dojmt.gov/driving/dealers-forms/> .

Submit your dealer surety bond or the continuation certificate in the amount of \$50,000.00. The bond must indicate the license type as manufactured home dealer.

- All bonds must be in the full business name, show business street address and must expire September 30th. No exceptions.

Renewal applications and bonds/continuation certificates may be emailed to [dojdealerinfo@mt.gov](mailto:dojdealerinfo@mt.gov) or faxed to (406)846-6039.

Any renewal forms that are not completed properly will be returned which may cause a delay in receiving your license.



# Manufactured Home Dealer Renewal Application

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Phone (406) 444-3661 Fax (406) 444-0116

• [mvdtitleinfo@mt.gov](mailto:mvdtitleinfo@mt.gov)

I hereby make application to sell new manufactured homes for the year 20 \_\_\_\_.

### Section A: Business Information

Business Name: \_\_\_\_\_ Dealer License # \_\_\_\_\_

DBA Name (if applicable): \_\_\_\_\_

Business Street Address: \_\_\_\_\_

City: \_\_\_\_\_ County: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ County: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Business Phone Number (must be listed with directory assistance): \_\_\_\_\_

Fax Number: \_\_\_\_\_ Toll-Free Number: \_\_\_\_\_

E-Mail: \_\_\_\_\_ Alternate E-Mail: \_\_\_\_\_

Federal Tax or Corporate ID Number: \_\_\_\_\_

### Section B: Ownership Information

State the full legal name of each person who has an ownership interest in the dealership. If the licensee is a corporation, the same information for the corporate officers must be provided, indicating capacity. Corporate officers may have day-to-day responsibility for running the corporation. If there are additional owners or corporate officers a copy of this page must be used. If information from a previous year has changed, form MV25MD, Manufactured Home Dealer License Application is required. Please type or print.

<b>Full Legal Name</b> (as shown on your government-issued ID)	Capacity
<b>Felony Background:</b> Has the individual listed above been found guilty of, or pled guilty to, a felony in Montana or elsewhere? Yes _____ No _____ If yes, provide a summary of the conduct resulting in the felony determination or plea, including dates of conduct and any court proceedings relating to conduct and name and address of court. Conduct Results:	
<b>Full Legal Name</b> (as shown on your government-issued ID)	Capacity
<b>Felony Background:</b> Has the individual listed above been found guilty of, or pled guilty to, a felony in Montana or elsewhere? Yes _____ No _____ If yes, provide a summary of the conduct resulting in the felony determination or plea, including dates of conduct and any court proceedings relating to conduct and name and address of court. Conduct Results:	
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**Section C: Person designated to manage the business**

If a person other than the owners or corporate officers listed above is designated to manage the business, complete this section. If information from a previous year has changed, form MV25MD, Manufactured Home Dealer License Application is required. Please print.

**Full Legal Name** (as shown on your government-issued ID)

**Felony Background:** Has the individual listed above been found guilty of, or pled guilty to, a felony in Montana or elsewhere? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, provide a summary of the conduct resulting in the felony determination or plea, including dates of conduct and any court proceedings relating to conduct and name and address of court. Conduct Results:

**Section D: Certification**

I \_\_\_\_\_ hereby certify under penalty of law (MCA 45-7-203 Unsworn Falsification to Authorities) that on this date \_\_\_\_\_:

- I am the person named on this form
- The statements made and information contained on this form are true and correct to the best of my knowledge, information and belief
- If signing for a business entity or trust, I have full authority to do so
- I authorize the insurance company to release all general liability insurance policy information to the state of Montana, Title and Registration Bureau
- My name, as it appears above, is intended for the purposes of this document to be my genuine signature and acknowledgement of this form.

Check box for digital submission

- Or sign below if scanning, faxing, or mailing form.

Signature of owner/corporate officer **(If corporate officer, give title)** *(This is my legal signature)* \_\_\_\_\_ Date \_\_\_\_\_