



Vehicle Services Bureau

Application for a Manufactured Home Dealer License Instructions

MVD Use Only

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

A person may not engage in the business of buying, selling, exchanging, accepting on consignment, or acting as a broker of a manufactured home that is not titled in the person's name unless the person is the holder of a manufactured home dealer's license issued by the department.

This section does not apply to a person buying, selling, exchanging, accepting on consignment, or acting as a broker of a used manufactured home that is not titled in the person's name (MCA 61-12-901).

Laws and regulations for Montana New Manufactured Home dealers can be found at:

<http://leg.mt.gov/bills/mca/61/12/61-12-901.htm>

Assigned to dealers authorized to sell any new manufactured home that is covered under a franchise agreement between the licensee and the manufacturer, importer, or distributor of the manufactured home; sell any used manufactured home; negotiate the purchase, sale, or exchange of a manufactured home from another licensed dealer or another person on behalf of a client when the licensee does not store, display, or take ownership of the manufactured home purchased, sold, or exchanged.

A license under this section does not apply to a person buying selling, exchanging, accepting on consignment, or acting as a broker of a used manufactured home that is not titled in the person's name.

- ◆ A "manufactured home" means a residential dwelling built in a factory in accordance with the United States Department of Housing and Urban Development Code and the federal Manufactured Home Construction and Safety Standards. The term does not include a mobile home or housetrailer as defined in MCA 15-24-201.

To be qualified for licensure as a dealer, an applicant must have and/or provide to the department the following:

- A written application for a manufactured home dealer license on a form prescribed by the department. Any information provided in the license application process is subject to independent verification by the department.
- A permanent non-residential building where sales are made, records are kept and a lot where a minimum of two double-wide units can be displayed.
- A sign stating the name of the business and indicating that manufactured homes are offered for sale, trade or consignment. The letters of the sign must be at least six inches in height and clearly visible and readable to the major avenue of traffic at a minimum distance of 150 feet.
- A bond in the amount of \$50,000 is required. The original bond must be submitted for approval to the department, showing an expiration date of September 30 of the current license year, and must be renewed annually.
- Evidence of compliance with all city/county requirements, as evidenced by written verification signed by the authorized representative of the local land-use or zoning board.
- Telephone service at the established place of business must be installed and maintained in the dealership's name and listed in the directory assistance that applies to the area in which the business is located.
- Written notice, conspicuously posted at the established place of business, of the regular and customary office hours.
- Original license and application fee of **\$51.50** (fee includes 3% administration fee per [MCA 61-3-111](#)).
- **When all requirements are met, contact the Montana highway patrol, compliance officer, or local law enforcement agency for completion of the inspection form.**

New Manufactured Home Dealers must submit a renewal application and bond or continuation certificate for their renewal quarter each year. Refer to the [renewal schedule](#) to determine when the renewal application and fee must be submitted.



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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 to ensure submission of a completed report. Do not submit the instruction pages with the application (when mailing or faxing). It is for your records.

- 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. The effect of the bond must be **continuously effective:**
 - 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**
- 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 VSB if you have any questions.



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A manufactured home dealer is authorized to sell any new manufactured home that is covered under a franchise agreement, or any used manufactured home, and to negotiate the purchase, sale, or exchange of a manufactured home.

Application fee: \$51.50 (fee includes 3% administration fee per [MCA 61-3-111](#)).

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): _____

Federal Tax or Corporate ID Number: _____

*Business' License Liaison: _____ Fax Number: _____

Phone Number: _____ Email: _____

Alternate Email: _____

*Indicate the person to act as the business' point of contact in matters involving the license application or other licensing concerns.

Section B: Ownership Information

State the full legal name, home address, date of birth, social security number, and driver license number or tribal identification number 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. Please type or print.

Full Legal Name (as shown on your government-issued ID)	Residential & Mailing Address (street/city/state/zip)	Date of Birth	Social Security No.	Driver License or Tribal ID No. (submit a copy)	Corporate Capacity
1.					

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: _____

Full Legal Name (as shown on your government-issued ID)	Residential & Mailing Address (street/city/state/zip)	Date of Birth	Social Security No.	Driver License or Tribal ID No. (submit a copy)	Corporate Capacity
2.					

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: _____

Full Legal Name (as shown on your government-issued ID)	Residential & Mailing Address (street/city/state/zip)	Date of Birth	Social Security No.	Driver License or Tribal ID No. (submit a copy)	Corporate Capacity
3.					

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: _____

