



## Manufactured Home Salesperson Licensing Information & Instructions: Who Needs a License?

All employees who offer for sale, display for sale or sell manufactured homes for a dealer must be licensed as a salesperson.

Full-time or part-time salespersons **must** apply for a salesperson's license immediately upon being hired by a licensed manufactured home dealer, and shall be **prohibited** from offering for sale, displaying for sale or selling manufactured homes until such employee is licensed. [Ohio Revised Code Section 4781.16)]

Individual owners, partners in a manufactured home dealership, and members of an LLC owning 10 percent or more are **not** required to have a salesperson's license. Also, the president of a corporation is **not** required to have a salesperson's license, however, all other officers who sell manufactured homes must be licensed.

### Application Requirements for Salesperson License

#### New/First Applicants

Persons who have not held a valid Ohio Manufactured Homes Salespersons license during the past 12 months are considered New/First applicants and must submit the following:

- Application for license (REPL-17-0018). All fields/boxes **MUST** be completed and legible. Incomplete and/or illegible applications will result in a delay in processing.
- All Ohio residents must be electronically fingerprinted (BCI&I only; **Reason Code: "OTHER"**) and have the results forwarded to the Division of Real Estate & Professional Licensing, 77 S. High St., 20<sup>th</sup> Floor, Columbus, OH 43215.

Out-of-state applicants may request a fingerprint card from the Division at 614-466-4100 (**Reason Code: "OTHER"**). Results must be forwarded to the Division, 77 S. High St., 20<sup>th</sup> Floor, Columbus, OH 43215.

- \$150.00 licensing fee (plus \$3.50 processing fee).

For a complete listing of electronic fingerprint locations in Ohio, visit [www.ohioattorneygeneral.gov/Services/Business/WebCheck](http://www.ohioattorneygeneral.gov/Services/Business/WebCheck) and click on Popular Services.

Limited background checks being run by the Division is only for licensing purposes specifically addressed in the Ohio Administrative Code 4781-11.

#### Transfer/Reinstatement Applicants

Persons who hold a valid Ohio Manufactured Homes Salespersons license may transfer their license from one licensed dealership to another or reinstate a license if rehired after leaving a dealership by submitting the following:

- Application for license (REPL-17-0018). All fields/boxes **MUST** be completed and legible. Incomplete and/or illegible applications will result in a delay in licensing.
- \$25.00 transfer license fee (plus \$3.50 processing fee).

A transfer is not necessary if the salesperson is simply moving to another dealership owned by that same corporation, even if it is located in another county.

### **Renewal and Transfer Applicants**

Persons who need to renew and transfer their license from one dealership to another at the same time must submit the following:

- Renewal Application for license (REPL-17-0019). All fields/boxes MUST be completed and legible. Incomplete and/or illegible applications will result in a delay in licensing.
- \$150.00 license fee(plus \$3.50 processing fee).

### **Duplicate License**

Persons whose current license is lost, mutilated or destroyed may apply for a duplicate license by submitting the following:

- Application for license (REPL-17-0018). All fields/boxes MUST be completed and legible. Incomplete and/or illegible applications will result in a delay in licensing.
- \$25.00 duplicate license fee.

Make checks payable to: Division of Real Estate & Professional Licensing

**Fees Are Non-Refundable**

### **Important Information**

- If the applicant answers "YES" to any question, the applicant must provide certified journal entries showing final disposition and a written explanation with the application for license. Failure to do so will result in the delay in issuance of the license.
- Additional information may be required if any arrest is found on the criminal background check that cannot clearly be identified as not related to dealing in manufactured homes.
- All manufactured homes salespersons licenses expire on the last day of June biennially, every two years.
- The dealer must submit a salesperson termination notice to the Division immediately if a salesperson leaves his/her employer.

If you have any questions or need applications and/or forms, visit [www.com.ohio.gov/real](http://www.com.ohio.gov/real).