



South Carolina Department of Labor, Licensing and Regulation  
**South Carolina Manufactured Housing Board**  
 110 Centerview Dr. • Columbia • SC • 29210  
 P.O. Box 11329 • Columbia • SC 29211-1329  
 Phone: 803-896-4682 • [contactllr@llr.sc.gov](mailto:contactllr@llr.sc.gov) • Fax: 803-896-4814  
[www.llronline.com/POL/ManufacturedHousing/](http://www.llronline.com/POL/ManufacturedHousing/)



## New Manufactured Retail Dealer Application

**Applicant is required to have at least two years of relevant experience.**

**Applicants who have a net worth of less than one hundred fifty thousand dollars or a credit score of less than seven hundred must appear before the Board for licensure.**

There will be mandatory training for new retail dealers. The South Carolina Manufactured Housing Academy is the approved Training Provider. You can contact them at 1.888.315.4539.

An examination must be completed through PSI Examination Services. Contact them directly: <http://www.psiexams.com> or 1.800.733.9267.

### Include with Application:

- Certified Check or Money Order for \$100 made payable to **SCMHB**.  
*A returned check fee of up to \$30, or an amount specified by law, may be assessed on all returned funds.*
- Reviewed Financial Report for Corporations and LLC's or Complied Financial Report for Sole Proprietorship and Partnerships. *All reports must be prepared by a Certified Public Accountant.*
- \$30,000 Surety Bond made payable to the SC Manufactured Housing Board.
- Articles of Incorporation or Partnership Agreement.
- Proof of SC Department of Revenue Registration and Tax Identification Number.
- 1 bank reference letter **OR** 2 business reference letters.
- Credit report for the owner or authorized official and credit score.
- SLED background check. Contact SLED at <http://www.sled.sc.gov> or 803.737.9000.
- Criminal background check for every state of residence for the past 7 years.
  - \* For partnerships, background check required for each partner.
  - \* For corporations, background check required for each corporate officer, principal share holder(s) and authorized official.
- Letter of at least 2 years experience.
- PSI Exam Report.
- Certificate of Completion for training.
- Copy of your driver's license, State Issued ID or Passport.
- Copy of social security card.

Note for SC Residents: To find your Congressional District you may go to:  
<http://www.scstatehouse.gov/legislatorssearch.php>

### APPLICANT INFORMATION:

Last Name: \_\_\_\_\_ First: \_\_\_\_\_ Middle: \_\_\_\_\_ Suffix: \_\_\_\_\_

Have you ever legally changed your name?    Yes            No    Maiden Name: \_\_\_\_\_

If yes, please submit legal documentation supporting the change. (Marriage certificate, divorce decree, etc.)

Home Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ District: \_\_\_\_\_  
Congressional District (SC Residents Only)

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
(If different than above)

Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Social Security No.: \_\_\_\_\_

Race: \_\_\_\_\_ Gender: Female Male  
(for statistical purposes only)

Have you maintained a residence or street address in South Carolina for at least thirty (30) days before the date of this application? Yes No

### COMPANY INFORMATION:

Company Name: \_\_\_\_\_

DBA "Doing Business As" Name: \_\_\_\_\_

Business Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Business Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
(If different than above)

Business Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

South Carolina Department of Revenue Identification Number: \_\_\_\_\_

Federal Identification Number: \_\_\_\_\_

One designated individual may act on behalf of a manufactured home retail dealer. The designated individual must have an ACTIVE South Carolina Retail Salesperson's License. This designated individual is the "AUTHORIZED OFFICIAL". The Authorized Official is designated to act on behalf of a manufactured dealer. In this situation, please identify the name of this individual and their business affiliation.

Name	Title	Social Security Number
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\_\_\_\_\_

Is this a corporation? Yes No If yes, give the state of the incorporation: \_\_\_\_\_.

List the names of the individual principal officers and their percent of business ownership. Also list the name(s) of any other individual(s) who has 5% or more financial interest in the business.

NAME	% OWNERSHIP	TITLE	DATE OF BIRTH	SS#
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\_\_\_\_\_

\_\_\_\_\_

If this is not a corporation, have you complied with the laws of South Carolina regarding qualifications for doing business in this state? Yes No. If no, explain: \_\_\_\_\_.

Is this a Partnership? Yes No. Is this a Sole Proprietorship? Yes No. If applicable, attach a copy of the Articles of Incorporation or Partnership Agreement.

Have you ever been previously licensed by this Board? Yes No If yes, provide license number and reason why license is not current, i.e., revoked, lapsed, suspended, cancelled.

\_\_\_\_\_

\_\_\_\_\_

**PRIOR EMPLOYMENT:**

List the past seven (7) years employment history. You are required to list the termination date and reason for leaving. You may attach an additional sheet if needed.

EMPLOYER NAME	OFFICE ADDRESS	REASON FOR LEAVING	FROM - TO Month / Yr	POSITION TITLE

**PERSONAL HISTORY:**

1. Have you ever appeared or been ordered to appear before the South Carolina Manufactured Housing Board? Yes No If yes, give details. \_\_\_\_\_.
2. Have you within the past seven (7) years been found guilty, pleaded guilty or entered a plea of nolo contendere in this or any other state for forgery, fraud, embezzlement, obtaining money under false pretenses, extortion, conspiracy to defraud, bribery, any crime of moral turpitude, or been convicted of a felony or of a violent crime as defined in S.C. Code Section 16-1-60? Yes No If yes, give details.  
If yes, give details. \_\_\_\_\_.
3. Have you ever been licensed by another regulatory agency in South Carolina or any other state? Yes No If yes, give details. \_\_\_\_\_.

**Privacy Act Disclosure:**

*South Carolina Law requires that every individual who applies for an occupational or professional license provide a social security number for use in the establishment, enforcement and collection of child support obligations and for reporting to certain databanks established by law. Failure to provide your social security number for these mandatory purposes will result in the denial of your licensure application. Social security numbers may also be disclosed to other governmental regulatory agencies and for identification purposes to testing providers and organizations involved in professional regulation. Your social security number will not be released for any other purpose not provided for by law.*

Other personal information collected by the Department for the licensing boards it administers is limited to such personal information as is necessary to fulfill a legitimate public purpose. The South Carolina Freedom of Information Act ensures that the public has a right to access appropriate records and information possessed by a government agency. Therefore, some personal information on the application may be subject to public scrutiny or release. The Department collects and disseminates personal information in compliance with The South Carolina Freedom of Information Act, the South Carolina Family Privacy Protection Act, and other applicable privacy laws and regulations. Additionally, the Department shares certain information on the application with other governmental agencies for various governmental purposes, including research and statistical services.

**Certification:**

I, \_\_\_\_\_, am the person described and identified, of good moral character, and the person named in all documents in support of this application. I certify that all statements contained herein are true and correct to the best of my knowledge. I further understand that false or incorrect information provided by me may result in the cancellation of any license issued pursuant to this application as well as the filing of appropriate civil and criminal proceedings.

\_\_\_\_\_  
**Signature of Applicant**

\_\_\_\_\_  
**Date**

**Sworn and Subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.**

\_\_\_\_\_  
**NOTARY SIGNATURE**

**Print Notary Name:** \_\_\_\_\_

**Notary for the State of:** \_\_\_\_\_

**My Commission Expires:** \_\_\_\_\_

Note: Your application is good for one (1) year from the date of receipt. If all required information is not received within this one (1) year period you must begin the application process from the beginning. This includes, but is not limited to the application form and fee.



STATE OF SOUTH CAROLINA  
DEPARTMENT OF LABOR, LICENSING AND REGULATION  
**VERIFICATION OF LAWFUL PRESENCE IN THE UNITED STATES**  
**AFFIDAVIT OF ELIGIBILITY**



Pursuant to Section 8-29-10, *et seq.* of the South Carolina Code of Laws (1976, as amended), the Department of Labor, Licensing and Regulation must verify that any person who applies for a South Carolina license is lawfully present in the United States. Complete and sign this affidavit of eligibility. The information provided is subject to verification.

**Section A: LAWFUL PRESENCE in the United States.**

The undersigned \_\_\_\_\_, of \_\_\_\_\_  
(Print clearly First, Middle, and Last name) (Home Address, City, State, and Zip Code)  
 being first duly sworn deposes and states as follows:

**Check only one box:**

1.  I am a United States citizen; or

2.  I am a Legal Permanent Resident of the United States eighteen years of age or older; or

3.  I am a Qualified Alien or non-immigrant under the Federal Immigration and Nationality Act, Public Law 82-414, eighteen years of age or older, and lawfully present in the United States.

4.  Other: \_\_\_\_\_ Please submit any documentation that supports this status.

Date of Birth: \_\_\_\_\_

Alien Number: \_\_\_\_\_ I-94 Number: \_\_\_\_\_

**(If you checked number 2, 3, or 4 you must attach a copy of your immigration documents. See instruction sheet for a list of accepted immigration documents.)**

**Section B: ATTESTATION.**

**I understand** that in accordance with section 8-29-10 of the South Carolina Code of Laws, a person who knowingly and willfully makes a false, fictitious, or fraudulent statement or representation in an affidavit shall, in addition to other sanctions imposed by this State or the United States, be guilty of a felony, and upon conviction must be fined and/or imprisoned for not more than 5 years (or both).

**I understand** that the representations made in this Affidavit shall apply through any license(s) or renewals issued, and that I shall have an affirmative duty to immediately advise the Department of Labor, Licensing and Regulation of any change of my immigration or citizenship status.

**I swear and attest the information contained herein is true and correct to the best of my knowledge. I understand that under South Carolina law, providing false information is grounds for denial, suspension, or revocation of a license, certificate, registration or permit.**

\_\_\_\_\_  
Signature of Affiant

SWORN to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Notary Signature

\_\_\_\_\_  
Print Name

Notary Public for \_\_\_\_\_

My Commission Expires: \_\_\_\_\_

## INSTRUCTION SHEET FOR COMPLETING AFFIDAVIT OF ELIGIBILITY

### **CHECK box 1:**

If you are a United States Citizen by birth or naturalization

### **CHECK box 2:**

If you are a Legal Permanent Resident and you are not a U.S. Citizen, but are residing in the U.S. under legally recognized and lawfully recorded permanent residence as an immigrant.

**PROVIDE A COPY OF ALL IMMIGRATION DOCUMENTS.**

### **CHECK box 3:**

If you are a Qualified Alien. You are a Qualified Alien if you are:

An alien who is lawfully admitted for residence under the INA.

An alien who is granted asylum under Section 208 of the INA.

A refugee who is admitted to the United States under Section 207 of the INA.

An alien who is paroled into the United States under Section 212(d)(5) of the INA for a period of at least 1 year.

An alien whose deportation is being withheld under Section 243(h) of the INA (as in effect prior to April 1, 1997) or whose removal has been withheld under Section 241(b)(3).

An alien who is granted conditional entry pursuant to Section 203(a)(7) of the INA as in effect prior to April 1, 1980.

An alien who is a Cuban/Haitian Entrant as defined by Section 501(e) of the Refugee Education Assistance Act of 1980.

An alien who has been battered or subjected to extreme cruelty, or whose child or parent has been battered or subject to extreme cruelty.

**PROVIDE A COPY OF ALL IMMIGRATION DOCUMENTS.**

### **ACCEPTED IMMIGRATION DOCUMENTS:**

Unexpired Reentry Permit (I-327)

Permanent Resident Card or Alien Registration Receipt Card With Photograph (I-551)

Unexpired Refugee Travel Document (I-571)

Unexpired Employment Authorization Card Which Contains a Photograph (I-766)

Machine Readable Immigrant Visa (with Temporary I-551 Language)

Temporary I-551 Stamp (on passport or I-94)

I-94 (Arrival/Departure Record) in Unexpired Foreign Passport

I-20 (Certificate of Eligibility for Nonimmigrant, F-1, Student Status)

DS2019 (Certificate of Eligibility for Exchange Visitor, J-1, Status)