

FACT SHEET

Requirements When Starting a Sales Center to Sell Manufactured Homes in Pa

Anyone wishing to sell new and/or preowned manufactured homes must be licensed by the PA Department of State – Bureau of Professional and Occupational Affairs – Vehicle Board. As a licensed ‘dealer’ there are other licenses and certifications that are required when engaging in selling new and/or preowned manufactured homes. These are:

1. Vehicle Dealers License (VD)
2. Salespersons License (MV)
3. Dealer Identification Number (DIN)
4. Card Agent Status (82#)
5. Sales/Use Tax License
6. Banking Licenses
7. Transportation Licenses
8. Installation Licensing

Below you will find general information on how to obtain the necessary licenses and certifications. More in-depth information is available to PMHA members.

- 1- Pennsylvania requires a vehicle dealer license when selling new manufactured homes. This process is now done on line and is submitted by going to the Department of State’s (DOS) PA Licensing System (PALS) – <https://www.pals.pa.gov/#/page/default>. In addition to the completion of the application – *Vehicle Dealership Initial License/Reactivation Application* (Revised 12/2016) – there is a list of other documents that will need to be collected and ready for submission with the application.

A completed Salesperson Initial License Application (this must be done on line) or Salesperson Change of Employer/Reactivation Application (this must be done on paper application) for each salesperson. A separate fee must be submitted with each application and if done on line the fee for the criminal history, which will be done by licensing board, will be charged. Keep in mind if criminal activity is reported, this will hold up the license application.

The result of this license is a Vehicle Dealer’s License (VD) or a branch (BR) of a main sales center and a Salesperson license (MV).

As a member benefit, to avoid delay in licensing due to incorrect paperwork, PMHA will review the package prior to submission to the Department of State.

- 2- **MV-349 – Application for Vehicle dealer Registration Plates for Dealers Licensed by Department of State.** This application is mailed to the PA Department of Transportation (PennDOT) and will not be issued until PennDOT can verify that the VD license through the Department of State has been issued.

The result of this licensing is a Dealer Identification Number (DIN), and for manufactured housing it is a 18# if you are requesting no plates, which you should, since activities related to manufactured housing sales does not legally allow for the use of dealer plates. If you insist on having dealer plates, in addition to the fees for the number of plates your request, you will be required to obtain a \$20,000 bond and pay \$60 into the recovery fund.

As a member benefit, to avoid delay in licensing due to incorrect paperwork, PMHA will review the package prior to submission to the Department of Transportation.

- 3- **Card Agent** - As a licensed vehicle dealer you are responsible to submit the title work on the homes you sell. To do so you will need MV-1 forms for new homes and MV-4 forms for preowned homes. To get the forms from PennDOT you need to be an agent of PennDOT, specifically a card agent. Or, you can find a notary to do your titling.

The result of this licensing is a Dealer Identification Number (DIN) that begins with '18.'

- 4- **PA Sales Tax Registration** - sometime before you order your first home you need to go to the PA Department of Revenue's website and get a sales tax license.

- 5- **PA Department of Banking and Securities** - if you wish to discuss and/or complete financing papers for your customers, you will need an installment seller license, Partially Exempt Registration and MLO license through the PA Department of Banking and Securities.

- 6- **Transportation** - If you plan to transport your own homes you are not required to obtain a PUC license however you must obtain a U.S. DOT number through the Federal Motor Carrier Administration (see PMHA Fact Sheet, *USDOT Number*) and all drivers must carry a valid CDL license. Manufactured homes are transported using an oversized permit which can be obtain from a regional PennDOT office or online. If you plan to offer transportation services to the general public, you will need to obtain a PUC license in addition to the U.S. DOT number.

If you are transporting outside the state or transporting modular under carriers, you may need to obtain a multi-purpose plate from PennDOT using the MV-326 form – Application for Multi-Purpose Dealer Registration Plates.

- 7- **Installation** – All manufactured homes (new and preowned) must be installed to comply with Pennsylvania's Installation Program and HUD's licensing and training requirements. Act 158-2004 regulates **new manufactured homes** installation and provides that a HUD licensed installer certify that every new manufactured home sited in the Commonwealth is installed and assembled in accordance with the manufacturers approved designs. The HUD licensed installer must provide a completed HUD Form 309 form to the building code official, the purchaser and HUD.

Relocated manufactured homes (Act 40-2012) shall be installed by a HUD licensed installer and certify that every relocated manufactured home sited in the Commonwealth is installed using one of three methods:

- The original manufacturer installation instructions

- The PHRC Field Guide-Foundation Systems for Relocate Manufactured Housing, Options A, B & D. Option C is limited to leased land community settings.
- *The Pennsylvania Installation Guide for Relocated Manufactured Homes*

The HUD licensed installer must provide a completed *Certificate of Compliance* form to the building code official and the purchaser.

Additionally, prior to movement of the home and installation the building permit applicant will need to assess the home is in compliance with the Manufactured Home Construction and Safety Standard in effect when the home was originally manufactured. These procedures are laid out in the *Pennsylvania Habitability Guideline for Relocated Manufactured Homes*.

For more in-depth information on the proper installation of a manufactured home, see PMHA's Fact Sheet - *Pennsylvania Manufactured Housing Installation Program - New and Relocated Manufactured Homes*.