

Please find attached the necessary application forms for you to complete and submit to this Office in order to apply for licensure with the North Carolina Manufactured Housing Board, to do business as a manufactured housing dealer in North Carolina.

Below is a list of the forms attached:

1. **APPLICATION FORM** – Please complete this form and have notarized.
2. **DEALER BOND FORM** – Must be a surety bond in the amount of **\$35,000** for one place of business. An additional **\$25,000** surety bond will be required for each additional location of business. Have insurance carrier or bonding company complete. Please sign and return the original to our office (keep a copy for your records).
3. **BIOGRAPHICAL AFFIDAVIT** – This form must be completed by the owner, manager (if other than owner) and if a corporation, a biographical affidavit must be completed by each officer of the corporation. This form must be notarized.
4. **SALESMAN APPLICATION** – All salespeople employed by your firm must have an application submitted. All questions must be answered and a photo must be attached in order to be processed. Copy of law and requirements are enclosed.

Please do not leave any question unanswered. If a particular question does not apply to you, please insert “N/A” (Not applicable). After these forms have been completed and notarized where needed, please return to our office, with the proper fees.

We have also attached a copy of the North Carolina laws and regulations governing the North Carolina Manufactured Housing Board. Please be sure to read these laws and regulations to gain a clearer understanding of the responsibilities of this Board.

If you have any questions about the completion of these forms or about the North Carolina Manufactured Housing Board, please feel free to contact our office anytime Monday through Friday from 8:00 a.m. to 5:00 p.m. at (919)661-5880.

In North Carolina, a manufactured housing dealer is required to be licensed by the Department of Insurance and the Division of Motor Vehicles. It will be necessary for you to contact the Dealer’s Section of the Division of Motor Vehicles to determine the steps necessary to become license by DMV.