

INFORMATION BOOKLET



Pertaining to The Regulation of Mobile/Manufactured Home Manufacturers, Dealers and Installers

**PREPARED BY
MANUFACTURED HOUSING SECTION
BUREAU OF MOTOR VEHICLE FIELD OPERATIONS
DIVISION OF MOTORIST SERVICES
DEPARTMENT OF HIGHWAY SAFETY AND
MOTOR VEHICLES**

PREFACE

This booklet summarizes the functions and responsibilities of the Bureau of Motor Vehicle Field Operations (BMVFO) and the Manufactured Housing Section (MHS), Division of Motorist Services (DMS), Florida Department of Highway Safety and Motor Vehicles (DHSMV) to assure compliance with federal and state laws and regulations regarding mobile/ manufactured homes offered for sale in Florida. The regulation of modular homes, however, is the responsibility of the Florida Department of Community Affairs.

If you are a manufacturer of mobile/manufactured homes, a dealer who sells mobile/ manufactured homes, or an installer who sets up mobile/manufactured homes in Florida, this booklet will be valuable for you.

Should you have any questions or problems concerning the manufacture or sale of mobile/ manufactured homes, please contact the BMVFO or MHS in our headquarters offices or one of our regional offices. The locations, addresses and telephone numbers of the BMVFO offices are shown in **Exhibit 23** and the locations, addresses and telephone number of the MHS offices are shown in **Exhibit 1** of this booklet.

AUTHORITY

Sections 320.011, 320.71, 320.77, 320.781 and 320.822 through 320.866, Florida Statutes and Public Law 93-383, passed by the U.S. Congress on 8/22/74, Sections 601-628.



**INFORMATION BOOKLET PERTAINING TO
THE REGULATION OF
MOBILE/MANUFACTURED HOME
MANUFACTURERS, DEALERS AND INSTALLERS**

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MOBILE/MANUFACTURED HOME MANUFACTURERS

Any manufacturer of mobile/manufactured homes who wants to sell their homes in Florida must be licensed by the Florida Department of Highway Safety and Motor Vehicles (DHSMV) pursuant to Section 320.8225, Florida Statutes (F.S.). The license period for manufacturers is October 1 through the following September 30 of each year.

Licensing Mobile/Manufactured Home Manufacturers

License Requirements: An applicant for a license as a mobile/manufactured home manufacturer must submit the following materials to the Bureau of Motor Vehicle Field Operations of the Division of Motorist Services, DHSMV:

- A properly completed license application, form HSMV 84256 for original license (**see Exhibit 2**) and form HSMV 86218 for license renewal (**see Exhibit 3**) pursuant to Section 320.8225(2), F.S.
- A check or money order for the license fee.
- A Surety bond on form HSMV-86050 (**see Exhibit 4**) or an irrevocable letter of credit on form HSMV HSMV-86059 (**see Exhibit 5**).
- A copy of the manufacturer's warranty.
- Certification that no officer of the corporation has been convicted of a felony. In addition, if an officer has been convicted of a felony, the applicant must submit documentation from the relevant court of the specific criminal charge(s) and the case disposition.
- Corporate information including Articles of Incorporation and proof that the sole owner company, corporation, partnership or limited liability company has been properly registered with the Florida Secretary of State.
- Out of state corporations must provide a certificate of incorporation from their resident state or an affidavit stating their articles of incorporation are currently active under the laws of that state.

The address and telephone number of the Bureau of Motor Vehicle Field Operations office that licenses mobile/manufactured home manufacturers are as follows:

Dealer License Section
Bureau of Motor Vehicle Field Operations
Room A-312, Neil Kirkman Building
2900 Apalachee Parkway, Mail Stop 65
Tallahassee, Florida 32399-0600
Telephone: (850) 617-3003

License Fees: The fee for an original mobile/manufactured home manufacturer license is \$340, \$300 of which is the original license fee pursuant to Section 320.8225(3), F.S., and \$40 of which is to be deposited in the Mobile Home and Recreational Vehicle Protection Trust Fund pursuant to Section 320.781(2), F.S. The fee for a license renewal, which occurs annually, is \$140, \$100 of which is the license fee and \$40 of which is to be deposited in the Mobile Home and

Recreational Vehicle Protection Trust Fund pursuant to the statutes cited above. If the license application and license fee is not received by October 1, however, the renewal license fee is equal to the original license fee.

Bond or Irrevocable letter of Credit Requirement: Section 320.8225(5), F.S., requires that every application for a mobile/ manufactured home manufacturer license must be accompanied by a surety bond on form HSMV-86050 (**see Exhibit 4**) or irrevocable letter of credit on form HSMV-86059 (**see Exhibit 5**) in the amount of \$50,000 to the department in favor of any retail customer who shall suffer loss arising out of noncompliance with code standards or failure to honor or provide warranty service. The department shall, upon denial, suspension, or revocations of any license notify the surety company of this action and the reason for the relevant action. Any surety company which pays any claim against the bond of any licensee shall notify the department, in writing, that it has paid such a claim and shall state the amount of the claim. Any surety company which cancels the bond of any licensee shall notify the department, in writing, of such cancellation, giving the reason for the cancellation.

Mobile/Manufactured Home Construction Standards

The U.S. Department of Housing and Urban Development (HUD) began to regulate the construction of mobile/manufactured homes in 1976 pursuant to the provisions of the National Manufactured Housing Construction and Safety Standards Act of 1974. In accordance with this law, HUD promulgated the Manufactured Housing Construction and Safety Standards in 1976; Title 24 Code of Federal Regulations (CFR), Part 3280. Section 320.823, F.S., provides that any mobile/ manufactured home sold in Florida must conform to these standards. Copies of these standards may be ordered from:

Institute for Building Technology and Safety (IBTS)
505 Hunt mar Park Drive, Suite 210
Herndon, Virginia 22070
Telephone: (703) 481-2000

Copies of the standards may also be obtained from the HUD's Manufactured Housing Program website on the Internet at the following address:

<http://www.hud.gov/offices/hsg/sfh/mhs/mhshome.cfm/>

In 1994, HUD amended the Manufactured Housing Construction and Safety Standards to provide for greater protection for mobile/manufactured homes from wind damage. During the severe hurricane seasons of 2004 and 2005, no mobile/manufactured home that was built after these new standards went into effect sustained any significant structural damage from the storms.

Requirement for a Design Approval Primary Inspection Agency (DAPIA):

In order to ensure that mobile/manufactured home manufacturers construct homes that are in compliance with HUD's Manufactured Housing Construction and Safety Standards, they must employ a Design Approval Primary Inspection Agency (DAPIA) pursuant to 24 CFR, Section

3282.203. These are essentially engineering firms that must certify that the designs of mobile/manufactured homes are consistent with the standards. There are five such firms and one state agency that perform this function.

Requirement for a Production Inspection and Primary Inspection Agency (IPIA):

In addition, manufacturers are held accountable for building homes that are compliant with HUD's standards by agents of HUD which are referred to as Production Inspection and Primary Inspection Agencies (IPIA) pursuant to 24 CFR, Section 3282.351. The Manufactured Housing Section (MHS) is such an agent. The IPIA is responsible for certifying manufacturing plants before they can begin operations and for routinely inspecting manufacturing in the plants to ensure that they are in compliance with the Manufactured Housing Construction and Safety Standards. There are 10 states in which a state agency acts as the IPIA. In the other states where mobile/manufactured home manufacturing occurs, the IPIA is a private company. There are five such companies.

Requirement for a State Administrative Agency (SAA)

Complaints about mobile/manufactured homes are handled by a State Administration Agency (SAA). Such complaints may be about factory defects or the installation of a mobile/manufactured home. In Florida the Manufactured Housing Section (MHS) is the SAA. There are 37 states that act as the SAA. In the other states this duty is handled by the U.S. Department of Housing and Urban Development. The SAA also do inspections of mobile home dealer lots to determine whether there are any homes for sale that do not meet the requirements of the Manufactured Home Construction and Safety Standards. If there are, they “red tag” these homes so they cannot be sold until they are brought into compliance with the standards.

Mobile/Manufactured Home Labels

HUD Label Display: Every mobile/manufactured home must receive a HUD label certifying that it was built in accordance with the Federal Manufactured Housing Construction and Safety Standards (see **Exhibit 6**). Pursuant to 24 CFR, Section 3280.11, the label shall be approximately 2 inches by 4 inches in size and shall be permanently attached to the home by means of 4 blind rivets, drive screws, or other means that render it difficult to remove without defacing it. It shall be etched on 0.32 inches thick aluminum plate. The label number shall be etched or stamped with a 3 letter designation which identifies the Production Inspection and Primary Inspection Agency (IPIA) for the state in which the home is manufactured. Each label shall also be marked with a 6 digit number which the label supplier will furnish. The label shall be located at the tail–light end of each transportable section of the home approximately one foot up from the floor and one foot in from the road side.

Missing HUD Labels: HUD does not reissue labels for mobile/manufactured homes; however, they will issue a letter of label verification for units for which they can locate the necessary historical information.

Ordering HUD Labels: HUD labels must be ordered from MHS using form HSMV-81300 (see **Exhibit 7**). This form must also be accompanied by a completed HUD Form 301 which MHS

will forward to HUD (see **Exhibit 8**). Each HUD label cost \$71, \$39 of which is payable to HUD and \$32 of which is payable to the DHSMV. HUD labels are issued to mobile/manufactured home manufacturers only. The address and telephone number of the MHS headquarters office where HUD labels are purchased are as follows:

HUD Label Section
Manufactured Housing Section
Room A-129, Neil Kirkman Building
2900 Apalachee Parkway, Mail Stop 66
Tallahassee, Florida 32399-0640
Telephone: (850) 617-3070

HUD labels are sequentially numbered; however, HUD labels for multiple sections of a mobile/manufactured home may not be sequentially numbered. A record is kept by MHS of all labels sold to each manufacturer. This data is reported to HUD on HUD form 302 (see **Exhibit 9**) on or before the 10th of each month.

HUD Label Refunds: Upon notification that a manufacturer has ceased operations, which shall be interpreted to mean that the factory has permanently closed and surrendered its license to the DHSMV for cancellation, a refund will be allowed on all unused HUD labels that are returned by the original purchaser with a letter requesting the refund. A refund can only be processed after all the required manufacturer reports have been received by MHS.

Manufacturer Loss of HUD Labels: When a HUD label is lost the manufacturer must complete a HUD form 203 which explains the loss (see **Exhibit 10**) and steps taken to recover the loss. This form is sent to the MHS. A replacement HUD label is not issued to a manufacturer when a HUD label is lost by the manufacturer.

HUD Label Replacements: A replacement HUD label may be issued to a manufacturer if the original label is damaged. When a label is damaged in transit the original label must be returned with the request for a replacement accompanied by a completed HUD form 203B which explains the damage (see **Exhibit 11**). These requests should be sent to MHS. Replacement HUD labels are provided at no charge.

HUD Label Transfers: A HUD label or set of labels may be transferred from one plant to another plant owned by the same entity (i.e., sole owner, corporation, partnership, or Limited Liability Company). To transfer a label from one plant to another, however, requires the approval of MHS. No labels may be transferred from a plant to another plant owned by a different entity.

Formaldehyde Health Warning Notice: The Federal Manufactured Home Construction and Safety Standards (CFR 24, Section 3280.309) require that each mobile/manufactured home shall have a Health Notice on formaldehyde emissions prominently displayed in a temporary manner in the kitchen (counter top or exposed cabinet face). The notice shall be legible and typed using letters at least ¼ inch in size. The title shall be in red and typed using letters at least ¾ inch in size. The notice is not to be covered up with sales brochures, supplies, etc. and shall not be removed by a dealer or manufacturer until the entire retail sales transaction has been completed.

Manufacturer Manuals

24 CFR, Section 3282.207, requires mobile/manufactured home manufacturers to provide a consumer manual with each home they produce. This manual must be placed in each home before it leaves the manufacturing plant. If a manufacturer is informed that a purchaser did not receive a consumer manual, the manufacturer shall provide the appropriate manual to the purchaser within 30 days of being so informed.

24 CFR, Section 3286.103, requires mobile/manufactured home manufacturers to provide an installation manual to mobile/manufactured home dealers who must, in turn, provide this manual to the home purchasers. This manual must be approved by the manufacturer's Design Approval Primary Inspection Agency (DAPIA) which is the same organization that must approve the design of mobile/manufactured homes produced by the manufacturer. If the installation requires a design that is different from that provided by the manufacturer, it must be approved by a professional engineer or registered architect.

Mobile/Manufactured Home Manufacturer Warranties

Section 320.835, F.S., provides that each mobile/manufactured home manufacturer must provide a warranty of each home they sell. The manufacturer must warrant that all structural elements; plumbing systems; heating, cooling, and fuel-burning systems; electrical systems; fire prevention systems; and any other components or condition included by the manufacturer are free from substantial defect. They must also warrant that a minimum 100 ampere electrical service exists in the home. This warranty must apply for a period of at least 12 months, measured from the date of delivery of the home to the buyer.

Used Running Gear

If a manufacturer intends to use used running gear to transport HUD Park Trailers, the units must be approved by the manufacturer's DAPIA. In addition, the manufacturer must amend its certification of plans and specifications to include the use of used wheels, axles, A-frames, or other components. The amended certification must include any restrictions.

Manufacturer's Statement or Certificate of Origin

Section 319.21, Florida Statutes (F.S.) requires that every mobile/manufactured home sold at wholesale to a dealer must be accompanied by a manufacturer's statement or certificate of origin (see **Exhibit 12**).

Manufacturer's Statement or Certificate of Origin Requirements: All mobile/manufactured home Manufacturer's Statements or Certificates of Origin must contain the following nine security features:

1. Paper
 - (a) Sensitized Security Paper – paper that is reactive to chemicals commonly used to alter documents.

- (b) Non-Optical Brightener Paper – paper without added optical brighteners which will not fluoresce under ultraviolet light.
- 2. Engraved Border – a border produced from engraved art work which shall appear on the front of the document.
- 3. (a) Prismatic – rainbow printing which is used as a deterrent to color copying and/or
- (b) Copy Void Pantograph – the word "void" appears when the document is copied.
- 4. Complex Colors – colors which are developed by using a mixture of two or more of the primary colors (red, yellow, or blue) and black if required.
- 5. Erasable Fluorescent Background Inks – fluoresces under ultraviolet light and reacts to any attempts to erase in such a manner as to be immediately detectable.
- 6. Background Security Designed – a repetitious design consisting of a pattern which hinders counterfeiting efforts.
- 7. Microline – a line of small alpha characters in capital letters which requires a magnifying glass to read.
- 8. Consecutively Numbered – documents that contain a number, which is consecutively numbered for control purposes.
- 9. (a) Security Thread – with or without watermark, and/or
- (b) Intaglio Print – with or without latent image.

In addition, all Manufacturer's Statements or Certificates of Origin must have the following features:

- **Document Size** – "Manufacturer Statement of Origin" or "Manufacturer Certificate of Origin shall be seven (7) inches by eight (8) inches.
- **Paper Stock** – Sixty (60) pound offset or equivalent durability
- **Construction** - Unless otherwise specified by the user, the forms should be constructed and fan-folded on high speed computer printer and/or continuous typewriters.
- **Layout** – Text matter space for 1/10 inch horizontal and 1/16 inch deep character per.
- **American Association of Motor Vehicle Administrators (AAMVA) Policy H-12** – This is the policy regarding manufacturer's statements or certificates of origin.
- **Facility Security** – To ensure the integrity of the manufacturer's statement or certificate of origin, the user should require the vendor to maintain secure printing and storage facilities. (Revised 1990)

Companies that print such secure documents are as follows:

Bank Paper Printing Companies

American Bank Note Company
 711 Armstrong Lane
 Columbia, Tennessee 38401
Telephone: (1) 1-800-727-7515
Telephone: (2) (214) 823-2700

Midwest Bank Note Company
 46001 Five Mile Road
 Plymouth, Michigan 48170
Telephone: (734) 451-2222

De La Rue Security Print, Inc.
100 Powers Court
Dulles, Virginia 20166
Telephone: (703) 450-1300, ext. 248 or 223

Measurements of Mobile/Manufactured Homes: The width of a mobile/manufactured home is measured from the greatest point on one side to the greatest or furthestmost point on the other side, not to exceed 16 feet when in a travel mode. The length of a mobile/manufactured home is measured between the extreme points on each end of the body. The overall length is measured from the tip of the tow hitch to the furthestmost or greatest point on the back end (**see Exhibit 13**). The manufacturer's statement or certificate of origin shall include the square footage and both lengths; i.e., the overall length which includes the hitch and body length.

Inspections in Mobile/Manufactured Home Plants

Section 320.8255(1), F.S., provides that "In order to ensure the highest degree of quality control in the construction of new mobile homes, each new mobile/manufactured home sold in the state shall be inspected by the department pursuant to procedures developed by the department which assure compliance with code provisions." The code provision refers to the HUD's Manufactured Home Construction and Safety Standards. That means that each mobile/ manufactured home is inspected at some stage of production by Manufactured Housing Section (MHS) staff. In addition, MHS staff monitor whether plant employees follow their quality control manuals. In these capacities the MHS is acting as the Production Inspection and Primary Inspection Agency (IPIA) for Florida under contract with HUD. Another IPIA responsibility is to certify mobile/manufactured home manufacturing plants before they are allowed to manufacture such homes. This involves reviewing the DAPIA-approved plans for mobile/manufactured homes, inspecting the production processes, and reviewing the manufacturer's quality control manuals to ensure that mobile/manufactured homes are constructed in compliance with HUD's standards pursuant to 24 CFR, Sections 3282.204 and 3282.205.

Notices of Violation: When a compliance officer discovers an instance of noncompliance with the standards, he or she will write up their findings on form HSMV-81010 (**see Exhibit 14**). A copy of this report is provided to the manufacturer and the manufacturer is then obligated to complete form HSMV-81009 (**see Exhibit 15**) showing the nonconformance, the source of the nonconformance, and the preventive action taken to resolve the problem.

Red Tagging of Mobile/Manufactured Homes: All new mobile/manufactured homes found to not comply with the applicable federal standard shall be "red tagged" (**see Exhibit 16**) This refers to affixing a red tag to the home which prevents the home from being sold until all defects have been corrected. A red tag can be removed only after a compliance officer verifies that the violation(s) has (have) been corrected to the approved design, approved manuals, or to the applicable standard(s) when the designs or manuals are not specific.

Increased Frequency of Inspections: When a plant has numerous instances of nonconformance with the standards, it may be placed on "increased frequency inspections" which increases the number of inspections.

100% Inspections: In very serious instances of nonconformance, a plant may be placed on "100 percent inspections" which involves inspecting every home on the line at all stages of construction and not allowing a home to be shipped until it passes inspection.

Hourly Charges for Special Inspections: A plant may receive special inspections for any one of several reasons including plant approvals, increased frequency inspections, 100 percent inspections, reinspections of homes that have been red tagged, and special consumer complaints. There shall be a minimum of two (2) hours charged for any such inspection. The time shall be accrued from the time the compliance officer or section engineer leaves his office or official Headquarters, performs inspections and returns to his office or official headquarters. Cost for travel to and from the plant shall be paid by the manufacturer along with the hourly inspection charges pursuant to Section 320.8255(4), F.S., and Rules 15C-2.003(4) and (5), Florida Administrative Code (F.A.C.). The inspection charges vary depending on whether they are done by a compliance officer or bureau engineer. The charges are as follows:

Compliance Officer	\$30 per hour plus mileage at the state rate of \$0.445 per mile.
Engineer	\$45 per hour plus mileage at the state rate of \$0.445 per mile.

Mobile/Manufactured Home Plant Reporting Requirements

Mobile/manufactured home manufacturers are required to file several different reports with the MHS as follows:

Manufacturer Data Report (HSMV-81305): This form is used to report HUD label assignments and data for each completed unit. These forms are to be submitted weekly to the MHS (see **Exhibit 17**). This form shows the name and address of the manufacturer, the serial number and model designation of the unit, the date the unit was manufactured, a list of HUD certification labels attached to each transportable section of the home, a list of factory installed equipment, including the manufacturer's name and model designation of each appliance, and reference to the roof load zone and wind zone for which the home is designed. This form effectively replicates the Data Plate that must appear in each mobile/manufactured home pursuant to 24 CFR, Section 3280.5.

HUD Manufactured Home Monthly Production Report (HUD-302): This form must be submitted in duplicate at the end of each month showing all label assignments made during the previous month (see **Exhibit 9**). Labels must be listed in sequence. This form must be received by the MHS by the 10th of each month for the previous month's production. When this report is not sent to the MHS by the 10th of the month, HUD Labels will not be issued to the manufacturer until the report is sent to the MHS.

Adjustment to HUD Form 302 (HUD Form 304): Manufacturers must report to HUD when they add units to their previous reports on units, when they make corrections to their previous reports on units, and when there is a destination for a unit which was previously reported without a destination. This report is made on HUD form 304 (see **Exhibit 18**) which updates reports on HUD form 302 made previously. These reports should be sent to MHS immediately upon determining that a change to a previous report is necessary.

MOBILE/MANUFACTURED HOME DEALERS

Section 320.77(1), F.S., requires that anyone who buys, sells, deals in, or offers or displays for sale, or who acts as the agent for the sale of a mobile/manufactured home must be licensed as a dealer by the DHSMV. This law provides further that anyone who buys, sells, deals in, or offers or displays for sale, or who acts as the agent for the sale of one or more mobile/manufactured homes in any 12-month period shall prima facie be presumed to be a dealer. The license period for mobile/manufactured home dealers is October 1 through the following September 30 of each year.

Licensing Mobile/Manufactured Home Dealers

License Requirements: An applicant for a mobile/manufactured home dealer license must submit the following to the Bureau of Motor Vehicle Field Operations regional office responsible for their county:

- A properly completed license application, form HSMV 86056 (see **Exhibit 19**) or, for renewal of the license, form HSMV-86720 (see **Exhibit 20**) pursuant to Section 320.77(3), F.S.
- A check or money order for the license fee.
- A surety bond on form HSMV-86018 (see **Exhibit 21**), cash bond or irrevocable letter of credit on form HSMV-86058 (see **Exhibit 22**).
- Proof of attendance at a licensing seminar.
- Proof that they own the land where the dealership is to be located or have a valid lease for this land.
- Certification that no officer of the corporation has been convicted of a felony. In addition, if an officer has been convicted of a felony, the applicant must submit documentation from the relevant court explaining the specific criminal charge(s) and the case disposition.
- Corporate information including Articles of Incorporation and proof that the sole owner company, corporation, partnership, or limited liability company has been properly registered with the Florida Secretary of State.
- Out of state corporations must provide a certificate of incorporation from their resident state or an affidavit stating their articles of incorporation are currently active under the laws of that state.

The addresses and telephone numbers of the Bureau of Motor Vehicle Field Operations regional offices and the counties for which they are responsible are provided in **Exhibit 23**.

License Fees: The fee for an original mobile/manufactured home dealer license is \$340, \$300 of which is the license fee pursuant to Section 320.77(4), F.S. and \$40 of which is to be deposited in the Mobile Home and Recreational Vehicle Protection Trust Fund pursuant to Section 320.781(2), F.S. The fee for a license renewal, which occurs annually, is \$140, \$100 of which is the license fee and \$40 of which is to be deposited in the Mobile Home and Recreational Vehicle Protection Trust Fund pursuant to the statutes cited above. If the license renewal application and renewal license fee are not received by September 30, however, a \$200 delinquent fee is due for a total license renewal fee of \$340. The fee for a change of location is \$25 pursuant to Section 320.77(4), F.S.

In addition, pursuant to Section 320.781(2), F.S., a mobile/manufactured home dealer must pay \$1 to the Mobile Home and Recreational Vehicle Protection Trust Fund for every new title to a mobile/manufactured home which the dealer must apply for on behalf of the home purchaser within 30 days of the date of sale.

Bond or Irrevocable Letter of Credit Requirements: Every application for an original or renewal mobile/manufactured home dealer license must be accompanied by a surety bond (**see Exhibit 21**), cash bond or irrevocable letter of credit (**see Exhibit 22**) in the amount of \$25,000 if they have four or fewer locations and \$50,000 if they have more than four locations pursuant to Section 320.77(16), F.S. The bond shall be to the department in favor of any retail customer who shall suffer loss arising out of noncompliance with license requirements. The department shall, upon denial, suspension, or revocation of any license notify the surety company of this action and the reason for the relevant action. Any surety company which pays any claim against the bond of any licensee shall notify the department, in writing, that it has paid such a claim and shall state the amount of the claim. Any surety company which cancels the bond of any licensee shall notify the department, in writing, of such cancellation, giving the reason for the cancellation.

Licensing Seminar: Section 320.77(6), F.S., requires that every applicant for a mobile/manufactured home dealer license must attend a licensing seminar provided by the Bureau of Motor Vehicle Field Operations (BMVFO) or by a private training provider approved by the department. Such seminar shall include, but not be limited to, statutory dealer requirements, which requirements include required bookkeeping and record procedures, requirements for the collection of sales and use taxes, and such other information that, in the opinion of the department, will promote good business practices. BMVFO staff or the private training provider will provide certification of attendance to be included with the license application.

Mobile/Manufactured Home Dealer Responsibilities

A mobile/manufactured home dealer is responsible for the following:

- Section 320.77(8) (a), F.S., requires that records must be kept of the purchase, sale, or exchange or receipt for the purpose of sale of any mobile/manufactured home.

- Section 320.77(8)(b), F.S., requires that records must be kept describing each mobile/manufactured home purchased or sold including the identification or serial number and such other numbers or identification marks as may be thereon, or a statement that a number has been obliterated, defaced, or changed, if such fact is apparent.
- Section 320.77(8)(c), F.S., requires that records must be kept of the name and address of the seller, the purchaser, and the alleged owner or other person from whom the mobile/manufactured home was purchased or received and the person to whom it was sold or delivered as the case may be.
- Section 320.77(10), F.S., requires a dealer to have in his or her possession for each new mobile/manufactured home a manufacturer's invoice or statement of origin, and for each used mobile/manufactured home a properly assigned certificate of title or registration certificate if the used mobile/manufactured home was previously registered in a nontitle state, from the time the mobile/manufactured home is delivered to the dealer until it has been disposed of by him or her.
- Section 319.23(6), F.S., requires a dealer to apply for title to the mobile/manufactured home on behalf of the purchaser within 30 days of the date of sale.
- Section 320.823, F.S. and 24 CFR, Section 3282.252, prohibits a dealer from selling or offering for sale a new mobile/manufactured home that the dealer knows is not in conformance with the Federal Manufactured Home Construction and Safety Standards pursuant to 24 CFR, Section 3282.256(a), and provides that a dealer is also responsible for notifying the manufacturer of any nonconformance.
- 24 CFR, Section 3282.252(a) (1), provides that a dealer must assure that a new mobile/manufactured home has a HUD label affixed to each section.
- 24 CFR, Section 3282.256(b) provides that a dealer must notify the manufacturer of all consumer complaints that involve the construction of the mobile/ manufactured home.
- Sections 320.27(9)5 and 320.77(16), F.S., obligates the dealer to fulfill all their contractual agreements, including setup when it is part of the contract.
- 24 CFR, Section 3280.309, provides that the health notice on formaldehyde emissions must be permanently displayed in the kitchen of the new mobile/manufactured home, either on the counter top or on an exposed cabinet face.
- Section 320.8335, F.S., provides that a dealer must disclose in writing to the consumer, before the contract for sale is signed, if the length of the coupling mechanism (chassis/a-frame) has been included in the measurement. Any advertisement or other communication which describes a mobile/manufactured home shall conform to this requirement.
- Rule 15C-2.011, F.A.C. (**see Exhibit 24**), provides that, if the dealer retains the wheels and axles used to transport the mobile/manufactured home, a statement to that effect must be included in the sales contract. If such a statement is absent, then it is assumed that the wheels and axles have been paid for and belong to the purchaser
- 24 CFR, Section 3281.255, provides that dealer must complete an information card on each HUD mobile/manufactured home, new or used, and send it to the manufacturer. Cards are located in the Home Owner's Manual provided by the manufacturer.

- A dealer must verify the condition of the mobile/manufactured home when it is delivered to the dealer by the manufacturer. 24 CFR, Section 3282.414(b), provides that a dealer is responsible for notifying the manufacturer, in writing, of any shortages or damage and for assuring that the home is complete and/or repaired before it is sold and delivered to the consumer. A record shall be made of any shortages of materials or missing items, and any damage that may have occurred during transit.
- 24 CFR, Section 3282.254(a), prohibits a dealer from selling or offering for sale any mobile/ manufactured home which has been altered or changed in such a way as to create an imminent safety hazard or condition which causes the home to fail to conform to the federal standards.
- 24 CFR, Section 3282.361(5), provides that no repairs or modifications shall be made to a new mobile/manufactured home unless certified approved repair methods from the manufacturer's DAPIA are used to assure that the home is in compliance with HUD requirements. The manufacturer must be notified of all repairs or modifications made by the dealer. This includes any change of appliances from electric to gas or vice versa. In all such cases, an updated data sheet must be placed in the home.
- 24 CFR, Section 3280.254(c), requires that dealers maintain complete records of all alterations made to a mobile/manufactured home by the dealer.
- Section 320.835(2)(b), F.S., provides that, unless it is stated in the contract that the purchaser will arrange to have the mobile/manufactured home or park trailer setup, the dealer shall be responsible to the purchaser for assuring that the proper setup is performed in compliance with the manufacturer's requirements as detailed in the setup manual. If the dealer contracts with a professional installation crew to perform the setup operation, the dealer is still responsible to the purchaser for assuring that proper setup is performed in compliance with the manufacturer's setup requirements as detailed in the setup manual.
- Section 320.835(2)(c), F.S., provides that, if a dealer transports a mobile/ manufactured home to the permanent site and the dealer is responsible for the setup, the dealer is responsible for any and all damages that may occur in transit and are caused by the dealer's personnel during the setup process by improper set-up.
- Rule 15C-2.0072, F.A.C., provides that, in order to avoid penalties, the dealer shall assure that the proper permits for setup have been obtained prior to the home being delivered to the home site if the dealer contracted for the set-up.
- Section 320.77(7), F.S., requires a dealer to obtain a permit for holding an off-premises sale by applying to the Bureau of Motor Vehicle Field Operations for this purpose on form HSMV-84200 (**see Exhibit 25**).
- Section 320.77(9), F.S., requires a dealer to register all his or her salespersons with the Bureau of Motor Vehicle Field Operations within 30 days of their hiring and must inform this bureau when salespersons leave or are replaced on form HSMV-81087) (**see Exhibit 26**). In addition, salespersons must notify the bureau of a change of his or her residence address within 20 days of the address change.
- 24 CFR, Section 3286.13, provides that, beginning in 2007, a dealer must notify HUD of every retail sale of a mobile/manufactured home.
- 24 CFR, Section 3288.5, provides that, beginning February 8, 2008, a dealer must provide a written notice to customers regarding the dispute resolution program to

resolve disputes among manufacturers, dealer and installers with regard to mobile/manufactured home defects.

Temporary Off-Premises Sale Permit: A mobile/manufactured home dealer may conduct an off-premises sale if they receive a permit from the Bureau of Motor Vehicle Field Operations for this purpose. Section 320.77(7), F.S., provides that a supplemental license authorizing off-premises sales shall be issued to the dealer at no charge to the dealer. To obtain such a permit the dealer must complete the Temporary “Supplemental” Application and Permit for an Off-Premises Sale by a Motor Vehicle, Mobile Home or Recreational Vehicle Dealer on form HSMV-84200 (see **Exhibit 25**) and submit it to the Bureau of Motor Vehicle Field Operations office responsible for their county at least 10 days prior to the sale date (see **Exhibit 23**). If two or more dealers intend to have a joint off-premises sale, each dealership must obtain a permit. The off-premises sale may not exceed 10 consecutive calendar days and the dealer must provide staff to work the sale and comply with all local government permitting requirements.

Registration of Salespersons: Section 320.77(9), F.S., requires a mobile/manufactured home dealer to register all his or her salespersons with the Bureau of Motor Vehicle Field Operations within 30 days of their hiring and must inform this bureau when salespersons leave or are replaced. This registration is done on form HSMV-84045, Registration of Mobile Home Dealer’s Salesperson(s) (see **Exhibit 26**). In addition, salespersons must notify the bureau of a change of his or her residence address within 20 days of the address change.

Notification to HUD of Mobile/Manufactured Home Sale: Beginning in 2007, a dealer must notify HUD of every mobile/manufactured home sale pursuant to 24 CFR, Section 3286.13. The sales record must contain the following:

1. The home’s serial number and manufacturer’s certification (HUD) label number;
2. The name and address of the retailer or distributor that is selling or leasing the home, and the retailer’s identification number;
3. The state and address where the home is to be sited, and, if known, the name of the local jurisdiction;
4. The name of the purchaser or lessee of the home.

The dealer must send this information to HUD by entering the data into an Internet-based system established by HUD or by fax, E-Mail, first class or overnight delivery. If the information is sent by fax, E-Mail or mail the dealer must send it to: Administrator, Office of Manufactured Housing Programs, HUD, 451 Seventh Street, S.W., Room 9164, Washington, D.C. 20410-8000 or to a fax number or E-Mail address obtained by calling HUD at (800) 927-2891, ext. 57.

Notification to Customers Regarding Dispute Resolution Beginning February 8, 2008, mobile/manufactured home dealers must inform their customers in writing about the dispute resolution programs available to them to resolve disputes among manufacturers, dealers and installers regarding mobile/manufactured home defects. This requirement is included in Title 24, Code of Federal Regulations (CFR), Part 3288 which are regulations of HUD. Section 3288.5 provides that mobile/manufactured home dealers must notify purchasers of the dispute resolution program. The specific language of this regulation is as follows:

§ 3288.5 Retailer notification at sale.

Retailer notice at the time of signing.

At the time of signing a contract for sale or lease for a manufactured home, the retailer must provide the purchaser with a retailer notice. This notice may be in a separate document from the sales contract or may be incorporated clearly in a separate section on consumer dispute resolution information at the top of the sales contract. **The notice must include the following language:**

"The U.S. Department of Housing and Urban Development (HUD) Manufactured Home Dispute Resolution Program is available to resolve disputes among manufacturers, retailers, or installers concerning defects in manufactured homes. Many states also have a consumer assistance or dispute resolution program. For additional information about these programs, see sections titled "Dispute Resolution Process" and "Additional Information—HUD Manufactured Home Dispute Resolution Program" in the Consumer Manual required to be provided to the purchaser. These programs are not warranty programs and do not replace the manufacturer's, or any other person's, warranty program."

Dealers must include this notification in their sales agreement documents.

Mobile/Manufactured Home Dealer Warranties

Section 320.835, F.S., provides that each mobile/manufactured home dealer must provide a warranty of each home they sell. The dealer must warrant that any modifications or alterations made to the mobile/manufactured home or authorized by the dealer shall be free from substantial defect. Alterations or modifications made by a dealer shall relieve the manufacturer of warranty responsibility only as to the items altered or modified. The dealer must also warrant that setup operations performed on the mobile/manufactured home are performed in compliance with applicable state laws and that substantial defects do not occur to the mobile/manufactured home during setup or by transporting it to the occupancy site if the contract provides that the dealer will install the home. Such a warranty applies for the 12-month period after the mobile/manufactured home is delivered.

Inspections of Mobile/Manufactured Home Dealer Lots

Compliance officers who work for the MHS will periodically visit dealer lots to inspect mobile/manufactured homes being offered for sale there to ensure that no homes are being offered for sale that do not conform to HUD's Manufactured Home Construction and Safety Standards or which have been damaged in transit. In this capacity, the bureau is operating as the State Administrative Agency (SAA) under contract with HUD. There are 37 states in which a state agency acts as the SAA. In the other 13 states this function is provided by HUD directly.

Notices of Violation: MHS compliance officers are authorized to issue Notices of Violations (NOVs) on form HSMV-81087 (see **Exhibit 27**) to dealers who violate any of their legal

obligations. These notices are essentially warnings. Repeated violations may result in an administrative complaint being filed against the dealer which could result in a fine or suspension or revocation of the dealer's license.

Red Tagging of Mobile/Manufactured Homes: All new mobile/manufactured homes found to not comply with the applicable federal standard shall be "red tagged." This refers to affixing a red tag to the home and which prevents the home from being sold until all defects have been corrected (see **Exhibit 16**). A red tag can be removed only after a compliance officer verifies that the violation(s) has (have) been corrected to the approved design, approved manuals, or to the applicable standard(s) when the designs or manuals are not specific.

MOBILE/MANUFACTURED HOME INSTALLERS

Mobile/Manufacture Home Uniform Installation Standards

The mobile/manufactured home uniform installation standards for Florida are provided in Rule Chapter 15C-1, Florida Administrative Code (F.A.C.). This rule chapter provides standards for mobile/manufactured home site preparation, piers, tie-down straps, anchors, the requirement for longitudinal tie-downs as well as frame tie-downs, and soil tests which must be done to determine the appropriate anchors. It requires that mobile/manufactured homes be installed in accordance with the manufacturer's instructions. Since these instructions may not be available for used mobile/manufactured homes, the rules require that such homes be installed in accordance with this rule chapter. 24 CFR, Part 3286, requires that states establish mobile/manufactured home installation standards at least as stringent as HUD's Model Manufactured Home Installation Standards (24 CFR, Part 3285). Florida's mobile/manufactured home installation standards meet this requirement.

Mobile/Manufactured Home Installation Component Approval

Section 320.8251, F.S., provides that the department shall certify for use in this state any mobile/manufactured home installation component, product, or system. In order to obtain the certification required, an installation component manufacturer must apply to the department on form HSMV-81032 (see **Exhibit 28**) and must also submit to the department a report certifying that the installation component, product or system meets the mobile/ manufactured home uniform installation standards provided in Rule Chapter 15C-1, F.A.C. The report must be signed and sealed by a professional engineer registered with this state. Essentially, no installation component, product or system may be approved unless its performance is documented by sound engineering testing. The certification provided for in this statute may be subject to suspension or revocation and the person or entity who obtained the certification is subject to a fine upon a finding by the department that the person or entity has obtained the certification by misrepresentation or fraud or that the component, product or system does not meet the uniform mobile/manufactured home installation standards provided in Rule Chapter 15C-1, F.A.C.

Mobile/Manufactured Home Installer Licensing

Section 320.8249(1), F.S., provides that any person who installs a mobile/manufactured home must be licensed as an installer by the MHS. The license period for mobile/manufactured home installers is October 1 through September 30 of each year.

License Requirements: An applicant for a mobile/manufactured home installer license should not submit his or her license application until he or she has taken the required installer training class and passed the required exam provided by MHS staff. The Installer Licensing Section in the MHS will schedule the applicant for a training class. When the applicant applies for a license he or she must submit the following materials to the Installer Licensing Section:

- Certification that the applicant is at least 18 years of age pursuant to Section 320.8249(3), F.S.
- A completed application on form HSMV-81401 for individuals (**see Exhibit 29**) or, for mobile/manufactured home dealers on form HSMV-81409 (**see Exhibit 30**).
- A check or money order for the licensing fees.
- A performance bond on form HSMV-81402 (**see Exhibit 31**).
- Certification that the applicant has the required liability insurance policy.
- Certification that the applicant has attended the required 12 hour installer training course provided by MHS staff pursuant to Section 320.8249(3), F.S.
- Certification from MHS staff that the applicant has passed the installer licensing test pursuant to Section 320.8249(3), F.S. This test may be taken immediately upon completion of the required installer training course or at a latter date. There is a \$100 fee for this test payable to the Department of Highway Safety and Motor Vehicles (DHSMV).

The address and telephone number of the Installer License Subsection are as follows:

Installer Licensing Subsection
Manufactured Housing Section
Room A-128, Neil Kirkman Building
2900 Apalachee Parkway, Mail Stop 66
Tallahassee, Florida 32399-0640
Telephone: (850) 617-3004

License Fees: The license fee for an original installer license is \$200, \$150 of which is the license fee and \$50 of which is the license application fee. The license fee for renewing an installer license is \$150 unless the license renewal application and license fee are not received by October 1 in which case the license renewal fee is \$200; the same as the original license fee.

Bond Requirements: Every application for an original or renewal mobile/manufactured home installer license must be accompanied by a performance bond in the amount of \$5,000 on form HSMV-81402 pursuant to Section 320.8249(3), F.S. (**see Exhibit 31**). The bond shall be to the department in favor of any retail customer who shall suffer loss arising out of noncompliance with license requirements. A licensed mobile/manufactured home dealer who gets licensed as an

installer uses his or her dealer bond in place of the required installer bond. Any licensed dealer or licensed manufacturer who has subcontracted with an installer for installation and who remedies any faulty installation performed by said installer shall have recourse against said installer's performance bond.

Liability Insurance Requirements: Every applicant for an original or renewal mobile/manufactured home installer license must be accompanied by certification that the applicant has a liability insurance policy in the amount of \$100,000 pursuant to Section 320.8249(3), F.S.

License Training Course: Section 320.8249(3), F.S., provides that an applicant for a mobile/manufactured home installer license must attend a training course provided by the MHS and must pass a department-approved examination designed to test the skills necessary to properly and competently perform mobile/manufactured home installation and to ascertain that the applicant has adequate knowledge of federal, state and local laws applicable to mobile/manufactured home contracting. MHS staff provide certification of training course attendance to be submitted with the license application. A license applicant must register for the exam and pay a fee of \$100 at the examination site (see **Exhibit 32**). The examination is provided by MHS staff and they provide proof of passing the examination to the Installer Licensing Section (see **Exhibit 33**). Then the applicant is issued his or her installer license (see **Exhibit 34**).

Mobile/Manufactured Home Installation Warranty

Section 320.835, Florida Statutes (F.S.) requires each installer to warrant the installation of a mobile/manufactured home for one year from the date of receipt of the certificate of occupancy. Section 320.835(3), F.S., provides that the installer "...warrants the setup operations performed on the mobile [manufactured] home are performed in compliance with s. 320.8325 and department rules governing installation." This means that the installer must warrant that the installation complies with Rule Chapter 15C-1, Florida Administrative Code (F.A.C.).

24 CFR, Section 3286.117, establishes a limitation on dealers' sales related to installation by providing that: "If an installer installs a home in such a way as to create an imminent safety hazard or cause the home to not comply with the construction and safety standards in part 3280 of this chapter, the sale of the home may not be completed until the home is corrected."

Mobile/Manufactured Home Installation Decals

Section 320.8249(13), F.S., provides that all licensed installers must purchase installation decals from the department for a fee not to exceed \$10 per decal (the fee is \$10).

Installer Decal Display: An installation decal shall be affixed to the mobile/manufactured home prior to installation (see **Exhibit 35**). This decal shall denote the date of installation, the name of the installer, and the number of the installer's license or the dealer or manufacturer's license number. Such decals shall be positioned immediately next to the HUD decal.

Ordering Installer Decals: Mobile/manufactured home installer decals are ordered from the Installer License Subsection of the MHS using form HSMV-81404 (see **Exhibit 36**). This

application must be accompanied by a check or money order for the full cost of the number of decals ordered at \$10 per decal. The address of the Installer License Subsection appears above.

Installer Decal Refunds: A licensed installer may receive a refund for installer decals purchased if they do not intend to use them, their business is closed, or if their installer license has been suspended or revoked. To get such a refund requires the return of the unused installer decals and a request for a refund for their cost. This request is also made to the Installer License Subsection in the MHS.

Inspection of Mobile/Manufactured Home Installation

Pursuant to Section 320.8285, F.S., each county or municipality in the state shall be responsible for the on-site inspection of each mobile/manufactured home installation located within the jurisdiction of such entity. The on-site inspection shall ensure compliance with the department's uniform installation standards. This requires installers to get permits from local government building departments to install mobile/manufactured homes. MHS staff provide technical training to local government building department officials to ensure they know how to properly inspect a mobile/manufactured home installation.

HUD Wind Zone Restrictions:

A mobile manufactured home may not be installed unless it meets the construction standards for the Wind Zone in which it is to be installed. The Wind Zones for the United States are established by HUD in 24 CFR, Section 3280.305. The Wind Zones which apply to Florida are shown in **Exhibit 37**.

MOBILE/MANUFACTURED HOME REPAIRS AND REMODELING

Section 320.8232(2), F.S., and Rule 15C-2.0081, F.A.C., provide that repair or remodeling of a mobile/manufactured home shall not be more stringent than the standard to which the home was originally constructed. Rule 15C-2.0081, F.A.C., provides specific guidance in this regard as follows:

- Additions, including, but not limited to add-a-rooms, roof-overs and porches shall be free standing and self-supporting with only the flashing attached to the main unit unless the added unit has been designed to be married to the existing unit. All additions shall be constructed in compliance with State and locally adopted building codes.
- Anchoring of additions shall be in compliance with requirements for similar type construction.
- Repair or remodeling of a mobile/manufactured home shall require the use of material and design equivalent to the original construction. Structure shall include, but not be limited to, roof system, walls, floor system, windows, and exterior doors of the mobile/manufactured home.
- Electrical repair and replacements shall require the use of material and design equivalent to the original construction.

- Plumbing repairs and replacements shall require the use of material and design equivalent to the original construction.

MOBILE/MANUFACTURED HOME COMPLAINTS

Inevitably, as in any area of commerce, there will be complaints about mobile/manufactured homes and/or their installation. The MHS and the Bureau of Motor Vehicle Field Operations (BMVFO) try to resolve such complaints as efficiently and fairly as possible for all affected parties.

Department of Highway Safety and Motor Vehicles Jurisdiction Over Mobile/Manufactured Home Complaints

Since the department licenses mobile/manufactured home manufacturers, dealers and installers, it necessarily has regulatory authority over them including complaints against them. Since all mobile/manufactured home manufacturers, dealers and installers must provide warranties, the department is in the position to ensure that they honor their warranties.

In addition, Section 320.861, F.S., specifically authorizes the department to inspect pertinent books, records, letters, and contracts of any licensee whether dealer or manufacturer, relating to any written complaint made to it against such licensee. Section 320.865, F.S., also specifically makes the department responsible for maintaining electronic records of all complaints filed against licensees, including those licensed under the provisions of Sections 320.77 (mobile/manufactured home dealers) and 320.8225 (mobile/manufactured home manufacturers). These records shall contain all enforcement actions taken against licensees and against unlicensed persons acting in a capacity which would require them to be licensed. The electronic file of each licensee and unlicensed person shall contain a record of any complaints filed against him or her and a record of any enforcement actions taken against him or her.

Mobile/Manufactured Home Manufacturer or Dealer Complaints

Filing a Mobile/Manufactured Home Manufacturer or Dealer Complaint: A complaint against a mobile/manufactured home dealer for contractual disputes should be filed with the relevant BMVFO office using form HSMV-84901 (see **Exhibit 38**) or a reasonably complete letter identifying the dealer and specifying the substance of the complaint. The most common complaint BMVFO addresses with dealers is failure to transfer title to the home. The addresses and telephone numbers of the BMVFO regional offices are provided in **Exhibit 23**.

A complaint against a mobile/manufactured home manufacturer and/or dealer for violation of the Federal Manufactured Home Construction and Safety Standards should be filed with a MHS office (see **Exhibit 1**) using form HSMV-81095 (see **Exhibit 39**) or a reasonably complete letter identifying the manufacturer and dealer and explaining what structural defects are suspected. Such a complaint should be filed within 12 months of the date the home was delivered to the purchaser since that is when the manufacturer warranty expires. When investigating complaints

against manufacturers for possible violation of the Federal Manufactured Home Construction and Safety Standards, the MHS is acting in the capacity of the State Administrative Agency (SAA) for Florida under contract with HUD.

Processing a Mobile/Manufactured Home Manufacturer or Dealer Complaint: Wherever a complaint is filed against a mobile/manufactured home dealer for contractual issues, it is immediately forwarded to the relevant BMVFO regional office (see **Exhibit 23**) for investigation. This office will assign a compliance officer for this purpose and the compliance officer will schedule a meeting with the manufacturer or dealer to discuss the complaint. If the investigation reveals that the manufacturer or dealer is guilty of violation of any parts of Chapters 319 or 320, F.S., he or she will be directed to correct the problem.

Whenever a complaint is filed against a manufacturer and/or dealer for violation of the Manufactured Home Construction and Safety Standards, it is immediately forwarded to the Mobile Home Complaints Office of the MHS which centrally controls the disposition of complaints. This office will send a letter to the complainant, manufacturer and dealer explaining that a complaint has been filed and that an inspection of the home will be scheduled. They then send the complaint to the relevant MHS regional office for investigation (see **Exhibit 40**). The regional office will then schedule an inspection with the home owner and representatives of the manufacturer, dealer and installer. During the investigation the compliance officer will work to determine if there is a bona fide problem involving the structural integrity of the home and who is responsible. The bureau has no legal authority over cosmetic issues such as the color of curtains or rug.

When an investigation is complete a report will be filed with either the relevant BMVFO regional office or the Mobile Home Complaints Office of the MHS. The BMVFO investigation will be recorded on form HSMV-84900 (see **Exhibit 41**) and The MHS investigation will be recorded on form HSMV-81030 (see **Exhibit 42**). This report will be reviewed for accuracy and completeness. If it is found to be incomplete or inaccurate, it will be returned to the compliance officer who prepared it for correction and submission after corrections are made. The BMVFO has the same policy. The MHS Mobile Home Complaints Office will then inform the manufacturer and/or dealer what, if any repairs have to be made and provide a deadline by which such repairs must be made. The manufacturer and/or dealer must then provide certification that all necessary repairs have been made. When this is accomplished the MHS Mobile Home Complaints Office will send a closing letter to the manufacturer and/or dealer and the complainant. There are occasions when the closing letters indicates that there are no structural deficiencies to correct. The BMVFO also sends a closing letter to the complainant and dealer.

When a determination has been made that an imminent safety hazard exists in a home, the SAA will notify the manufacturer. The manufacturer must then do an investigation to determine whether there are more homes subject to the safety hazard and must also make repairs to all such homes and develop a plan for preventing such problems in the future. If a manufacturer makes such a determination, they must notify the SAA. In either case, the SAA must notify HUD and must follow-up with documentation from the manufacturer regarding the corrective actions. In the case of a safety defect affecting a class of homes, the manufacturer must notify the home

owners and make necessary repairs at no cost to the homeowner. These requirements appear in 24 CFR, Subpart I of Part 3282.

Mobile Home and Recreational Vehicle Protection Trust Fund

Section 320.781, F.S., authorizes a Mobile Home and Recreational Vehicle Protection Trust Fund. The purpose of this fund is to satisfy any judgement by any person against a mobile/ manufactured home or recreational vehicle dealer or broker for damages, restitution, or expenses, including reasonable attorney's fees, resulting from a cause of action directly related to the condition of any written contract made by him or her in connection with the sale, exchange, or improvement of any mobile home or recreational vehicle, or for any violations of Chapter 319 and 320, F.S. A person in such a circumstance must try first to get satisfaction by making a claim against the dealer's surety bond. Since pay outs from a mobile/ manufactured home or recreational vehicle dealer bond may not exceed the amount of the bond, there may be circumstances where the customer cannot get satisfaction from the bond. This is when the trust fund applies; however, the claimant must get a judgement against the dealer. The trust fund shall not be liable for punitive, exemplary, double, or treble damages and shall not be liable for an amount in excess of the actual damages. In addition, a person may not be paid an amount from the trust fund in excess of \$25,000.

Eligibility for Reimbursement from the Trust Fund: A person is eligible for payment from the trust fund only if they get a judgement in a court of competent jurisdiction against the dealer or broker or are denied the opportunity to get a judgement. They must meet any one of following three conditions:

- The claimant has obtained a final judgement which is unsatisfied against a mobile home or recreational vehicle dealer or broker or its surety if the court found that the surety was not liable due to prior payment of valid claims against the bond in an amount equal to or greater than the face amount of the applicable bond.
- The claimant has obtained a judgement against the surety of the mobile home or recreational vehicle dealer or broker that is unsatisfied.
- The claimant has alleged a claim against the mobile home or recreational vehicle dealer or broker in a lawsuit which has been stayed or discharged as a result of the filing for reorganization or discharge in bankruptcy by the dealer or broker, and judgement against the surety is not possible because of the bankruptcy or liquidation of the surety, or because the surety has been found by a court of competent jurisdiction not to be liable due to prior payment of valid claims against the bond in an amount equal to, or greater than, the face amount of the applicable bond.

Applying for Reimbursement from the Trust Fund:

When applying for reimbursement from the trust fund, a claimant must file a completed copy of the application form which is HSMV-84019 (see **Exhibit 43**). In addition they must file a completed Assignment of Judgment, form HSMV-84027 (see **Exhibit 44**) or completed Assignment of Claim/Suit, form HSMV 84026 (see **Exhibit 45**) as applicable. These documents

should be sent to the Division of Motorist Services Claims Administrator. The address and telephone number of the Division of Motorist Services Claims Administrator are as follows:

Division of Motorist Services Claims Administrator
Room A-430, Neil Kirkman Building
2900 Apalachee Parkway, Mail Stop 61
Tallahassee, Florida 32399-0600
Telephone: (850) 617-3006

The Claims Administrator will review the application and determine whether the claimant is eligible for reimbursement from the trust fund. He will then submit the documents and his recommendation to the department's General Counsel's office for another review. If the department's general counsel's office determines that the claimant is eligible for reimbursement from the trust fund, he or she will notify the Claims Administrator of the same. The Claims Administrator will then notify the claimant and send the request for reimbursement to the state Comptroller who will issue a warrant to the claimant.

In any event, the claimant must be notified of the disposition of the claim within 90 days of filing the claim. The disposition is not subject to an administrative hearing; however, it is potentially subject to a judicial review in a circuit court in the county in which the claimant resides.

If the claim is approved, the claimant must be paid within 45 days of the determination or, if a judicial review is sought, within 45 days after the review becomes final. The department may try to recover whatever was paid from the trust fund from the mobile home or recreational vehicle dealer or broker and shall be awarded reasonable attorney's fees for such efforts.

Mobile/Manufactured Home Installer Complaints

The processing of complaints against mobile/manufactured home installers is very similar to the processing of complaints against mobile/manufactured home manufacturers and dealers except that the central office controlling the process is different.

Filing a Mobile/Manufactured Home Installer Complaint: Complaints against mobile/manufactured home installers should be filed within 12 months of the date the certificate of occupancy was issued to the home, since that is the period of time when the installer warranty is applicable. Such complaints should be filed with the Mobile/Manufactured Home Installer Program Office using complaint form HSMV- 81095 (see **Exhibit 39**) or a reasonably complete letter identifying the installer, the home and the specific concerns. The address and telephone number of the Mobile/Manufactured Home Installer Program Office are as follows:

Mobile/Manufactured Home Installer Program
Manufactured Housing Section
Room B-152, Neil Kirkman Building
2900 Apalachee Parkway, Mail Stop 66
Tallahassee, Florida 32399-0640
Telephone: (850) 617-3004

Processing a Mobile/Manufactured Home Installer Complaint: Wherever a complaint against a mobile/manufactured home installer is filed, it is immediately forwarded to the Mobile/Manufactured Home Installer Program Office of the MHS which centrally controls the disposition of complaints. If the installation is not complete, this office will contact the installer and/or dealer and the complainant and direct that they cooperate with each other to resolve the complaint. If the installation is complete, the Mobile/Manufactured Home Installer Program Office will send a letter to the complainant and the installer explaining that a complaint has been filed and that an inspection of the home will be scheduled. They then assign the relevant Community Assistance Consultant to do an investigation (see **Exhibit 46**). The Community Assistance Consultant will then schedule an inspection with the homeowner and the installer. During the investigation the Community Assistance Consultant will work to determine if there is a bona fide problem involving the structural integrity of the home caused by the installation. This investigation will include inspection of all aspects of the installation including the following:

- Site preparation.
- Piers/foundations including shimming.
- Tie downs including the anchors and straps.
- Sealing against air and water infiltration.
- Utility connections.
- Data Plate information.
- Installation decal(s).
- Verification that the anchor products used for the installation are those approved by the bureau.

When an investigation is complete a report will be filed with the Mobile/Manufactured Home Installer Program Office on form HSMV-81411 (see **Exhibit 47**). This report will be reviewed for accuracy and completeness. If it is found to be incomplete or inaccurate, it will be returned to the Community Assistance Consultant who prepared it for correction and submission after corrections are made.

The Mobile/Manufactured Home Installer Program Office will then inform the installer what, if any repairs have to be made by sending a copy of the investigative report to the installer and providing a deadline by which such repairs must be made. This letter provides a place for the installer to sign certifying that all necessary repairs have been made. This must be returned to the Mobile/Manufactured Home Installer Program Office within 10 days of receipt. When this is accomplished the Mobile/Manufactured Home Installer Program Office will send a closing letter to the installer and the complainant. There are occasions when the closing letters indicates that there are no structural deficiencies to correct. If the statement certifying that all necessary repairs have been made is not returned to the Mobile/Manufactured Home Installer Program Office within 10 days of receipt, the office will send another notice to the installer informing him or her that he or she has 48 hours to make the necessary repairs. This letter also includes a warning that the installer's license may be revoked if he or she fails to respond appropriately.

If there are a series of complaints against an installer, the Mobile/Manufactured Home Installer Program Office will prepare a request for administrative action against the installer. This may result in a fine or suspension or revocation of the installer's license.

ADMINISTRATIVE ACTIONS

State law provides various options to the department to discipline mobile/manufactured home manufacturers, dealers and installers. Sections 320.77(10), 320.8225(8), and 320.8249(10) (a) and (b), F.S., provide that the department may suspend or revoke the license of a dealer, manufacturer or installer respectively, for violations of the laws and regulations governing their business. Sections 320.77(14), 320.8225(9), and 320.8249(10) (c), F.S., provide that the department may fine a dealer, manufacturer or installer respectively up to \$1,000 for each instance of a violation of the laws and regulations governing their business. These sanctions are applied through an administrative action which is a formal process governed by Chapter 120, F. S. Generally, the department tries to resolve problems without using the administrative action process whenever possible because of its serious nature. An administrative action against a licensee becomes part of the permanent record of that licensee.

Initiating Administrative Action Procedures

The MHS regional offices, Mobile/ Manufactured Home Installer Program office, and Bureau of Motor Vehicle Field Operations regional offices initiate administrative actions by requesting them from the Division of Motorist Services Hearing Officer. This involves submitting a complete investigation of wrong doing by the licensee in which all violations of law and/or administrative rules are documented and requesting that an administrative action be filed against the licensee.

Processing Administrative Actions

Upon receipt of the request for administrative action, the Division of Motorist Services Hearing Officer will review the investigative report for accuracy and completeness. If the investigation is found to be inaccurate or incomplete, it is returned to the office that prepared it for corrections. Occasionally, it may be returned with a decision to not initiate an administrative action because there are not sufficient legal grounds to do so. If the investigation warrants administrative action, the Hearing Officer prepares an **administrative complaint** against the licensee which specifies all the instances of wrong doing and the specific statutes and/or administrative rules violated (**see Exhibit 48**). The administrative complaint must be signed by the Division of Motorist Services Division Director and then sent by registered mail to the licensee.

The administrative complaint includes an explanation that the licensee has the right to a hearing to present his or her side of the story. They have two options in this regard. First, they can notify the Division Director that they do not dispute the facts but want to present their position on the matters included in the administrative complaint. This results in a hearing with the Division of Motorist Services Hearing Officer which is informal in nature. Second, they can request a formal hearing with the Division of Administrative Hearings (DOAH) to dispute the

facts of the administrative complaint. This results in the department requesting such a hearing from DOAH. Such a hearing is conducted like a court with an administrative law judge, both parties being represented by attorney's and specific rules of evidence.

If the licensee does not respond to the administrative complaint within 21 days of receipt, a **final order** is prepared specifying the punishment to be imposed or dismissing the complaint (**see Exhibit 49**). The punishment may include a fine or suspension or revocation of the licensee's license. If a hearing is held, the final order is prepared after the hearing. In the case of a hearing with the Hearing Officer, a final order is drafted by the Hearing Officer for approval by the Division Director. In the case of a DOAH hearing a recommended final order is prepared by the administrative law judge and submitted to the Division Director. The final order explains that the licensee has the right to appeal the final order to a circuit court. The final order may be preceded by a **stipulated agreement** which specifies the corrective actions the licensee must take and the penalties to be imposed (**see Exhibit 50**). The licensee must sign the stipulated agreement and return it to the Division of Motorist Services. A stipulated agreement waives the right of the licensee to appeal the final order to a circuit court.

CRIMINAL PENALTIES

Florida law also provides for criminal penalties against persons in the mobile/manufactured home business. Section 320.831, F.S., provides that anyone who violates the state laws or administrative rules governing mobile/manufactured homes is guilty of a misdemeanor of the first degree, punishable as provided in Sections 775.082 and 775.083, F.S. Section 320.831(2), F.S., provides that anyone who knowingly and willfully violates the regulatory provisions of the National Manufactured Housing Construction and Safety Standards Act of 1974 in a manner which threatens the health and safety of any purchaser is guilty of a misdemeanor of the first degree, punishable as provided in Sections 775.082 and 775.083, F.S. Sections 775.082 and 775.083, F.S., provide that a person convicted of a first degree misdemeanor may be punishable by imprisonment of up to one year and/or a fine of up to \$1,000 respectively. If the department determines that certain violations are extremely serious, it may refer them to a state attorney or to the Office of the Attorney General if they involve more than one judicial circuit for prosecution.

Exhibit 1

MANUFACTURED HOUSING SECTION OFFICES

Manufactured Housing Section (HQ)
Room A-129, Neil Kirkman Building
2900 Apalachee Parkway, Mail Stop 66
Tallahassee, Florida 32399-0640
Telephone: (850) 617-2808

Manufactured Housing Section Regional Office
318 Southeast 25th Avenue
Ocala, Florida 34471
Telephone: (352) 732-1470

Manufactured Housing Section Regional Office
NET PARK, Suite 2228
5701 East Hillsborough Avenue
Tampa, Florida 33610
Telephone: (813) 740-4296, ext. 232

Mobile/Manufactured Home Complaint Office
Manufactured Housing Section
NET PARK, Suite 2228
5701 East Hillsborough Avenue
Tampa, Florida 33610
Telephone: (800) 927-2891, ext. 233

Mobile/Manufactured Home Installer Program Office
Manufactured Housing Section
Room A-128, Neil Kirkman Building
2900 Apalachee Parkway, Mail Stop 66
Tallahassee, Florida 32399-0640
Telephone: (850) 617-3004



Exhibit 2 STATE OF FLORIDA
 DEPARTMENT OF HIGHWAY SAFETY AND MOTOR VEHICLES
DIVISION OF MOTORIST SERVICES
 NEIL KIRKMAN BUILDING, TALLAHASSEE, FLORIDA 32399-0500

**APPLICATION FOR A LICENSE AS A MOTOR VEHICLE OR RECREATIONAL
 VEHICLE MANUFACTURER, IMPORTER, OR DISTRIBUTOR
 OR A MOBILE HOME MANUFACTURER**

DMS USE ONLY
 Entered By: _____
 Approved By: _____

Do not use white out or correction tape on this application

1. Pursuant to Sections 320.60-320.70 or 320.8225, Florida Statutes, I hereby make application and submit the required documentation for a license, or modifications as:

- | | |
|--|--|
| <input type="checkbox"/> MD Motor Vehicle Distributor – 320.60, F.S. | <input type="checkbox"/> Original Application |
| <input type="checkbox"/> MI Motor Vehicle Importer – 320.60, F.S. | Modification: |
| <input type="checkbox"/> MV Motor Vehicle Manufacturer – 320.60, F.S. | <input type="checkbox"/> Corporate Update |
| <input type="checkbox"/> MH Mobile Home Manufacturer – 320.8225, F.S. | <input type="checkbox"/> Name Change |
| <input type="checkbox"/> MR Recreational Vehicle Manufacturer – 320.8225, F.S. | <input type="checkbox"/> Change of Location |
| <input type="checkbox"/> RD Recreational Vehicle Distributor – 320.8225, F.S. | <input type="checkbox"/> Postal Update |
| <input type="checkbox"/> RI Recreational Vehicle Importer – 320.8225, F.S. | <input type="checkbox"/> Change of Mailing Address |

Current or Last License Number: _____

Licensee Name: _____

Fictitious (DBA) Name(s): _____

Physical Address: _____
Street or Post Office Box

City _____ State _____ Zip Code _____

Mailing Address: _____
Enter Mailing Address Even if Same as Physical Address Street or Post Office Box

City _____ State _____ Zip Code _____

Business Telephone Number: _____

Cell Number _____ FAX Number _____

Business E-Mail Address: _____

Federal Employee's Number: _____

Social Security Number, If Sole Proprietor or Partnership: _____

2. Line makes of vehicles and/or units manufactured, distributed, or imported: _____

3. Sole Proprietor Corporation Limited Liability Corporation/Partnership (LLC/LLP)
 Limited Liability Limited Partnership (LLLP) Partnership

LICENSE NUMBER
ISSUE DATE
AMOUNT
CHECK NUMBER
CRS PAYMENT NUMBER
DATE APPLICATION WAS RECEIVED IN DEALER LICENSE SECTION
DATE APPLICATION WAS COMPLETED IN DEALER LICENSE SECTION
FRVIS CUSTOMER NUMBER

A. SOLE OWNER: _____

Last Name _____ First Name _____ Middle Initial _____

Date of Birth _____ Social Security Number _____ Phone Number _____ (FRVIS Customer Number – DMS Use Only)

Residence Address _____ City _____ State _____ Zip Code _____

B. PARTNERS: _____

Last Name _____ First Name _____ Middle Initial _____

Date of Birth _____ Social Security Number _____ Phone Number _____ (FRVIS Customer Number – DMS Use Only)

Residence Address _____ City _____ State _____ Zip Code _____

HSMV (84256 (01/11) S

Please mail the completed renewal application and required documents to: The Dealer License Section, 2900 Apalachee Parkway, Room A312 – MS 65, Tallahassee, Florida 32399

**APPLICATION FOR A LICENSE AS A MOTOR VEHICLE OR RECREATIONAL VEHICLE MANUFACTURER,
IMPORTER, DISTRIBUTOR, OR MOBILE HOME MANUFACTURER**

PARTNERS continued: _____

Last Name	First Name	Middle Initial
Date of Birth	Social Security Number	Phone Number (FRVIS Customer Number – DMS Use Only)
Residence Address	City	State Zip Code

C. CORPORATE/LLC/LLP: _____

Corporate Name			
Corporate Headquarters Business Address	City	State	Zip Code
Date Corporation Registered with Florida Secretary of State			
State or County of Incorporation			

PRESIDENT/VICE PRESIDENT: _____

Last Name	First Name	Middle Initial
Date of Birth	Social Security Number	(FRVIS Customer Number – DMS Use Only)
Residence Address	City	State Zip Code

MEMBER/MANAGER: _____

Last Name	First Name	Middle Initial
Date of Birth	Social Security Number	(FRVIS Customer Number – DMS Use Only)
Residence Address	City	State Zip Code

SECRETARY: _____

Last Name	First Name	Middle Initial
Date of Birth	Social Security Number	(FRVIS Customer Number – DMS Use Only)
Residence Address	City	State Zip Code

TREASURER: _____

Last Name	First Name	Middle Initial
Date of Birth	Social Security Number	(FRVIS Customer Number – DMS Use Only)
Residence Address	City	State Zip Code

DIRECTOR: _____

Last Name	First Name	Middle Initial
Date of Birth	Social Security Number	(FRVIS Customer Number – DMS Use Only)
Residence Address	City	State Zip Code

Please attach the following items to application:

- A current financial statement (Motor Vehicle or Recreational Vehicle Manufacturers, Distributors, and importers or Mobile Home Manufacturer)
- Surety bond or irrevocable letter of credit (Mobile Home Manufacturers)
- Surety bond (Recreational Vehicle Manufacturers, Distributors, or Importers)
- A copy of the product warranty
- A list of authorized Florida dealers
- License Fee of \$300 for Motor Vehicle Manufacturer, Importer, or Distributor and \$340 for Mobile Home Manufacturer and Recreational Vehicle Manufacturer, Importer, of Distributor. Make checks payable to DHSMV
- Copies of all applicable warranty labor rates and parts agreements
- Copies of all applicable warranty labor rates and parts agreements
- Articles of Incorporation or Articles of Organization, or Partnership Agreement
- Photos of the vehicles
- Copy of fictitious name registered with Secretary of State
- Copy of certification from the Division of Corporations showing current registration of business to conduct business in the State of Florida (on-line access at www.sunbiz.org)
- Manufacturer's Statement of Origin as per State of Florida requirements.

Please refer to the attach checklist for further requirements:

Under penalty of perjury, I do swear or affirm that the information contained in this application is true and correct and that applicant, if licensed, will abide by all laws of Florida, including Chapters 319 and 320, Florida Statutes, and all applicable rules of the Department of Highway Safety and Motor Vehicles. I further certify that I am authorized to bind the applicant with my signature.

Officer's Signature (Required)	Printed Name	Title	Date
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HSMV (84256 (01/11) S

Please mail the completed renewal application and required documents to: The Dealer License Section, 2900 Apalachee Parkway, Room A312 – MS 65, Tallahassee, Florida 32399



RENEWAL APPLICATION
MOBILE HOME MANUFACTURER OR RECREATIONAL VEHICLE
MANUFACTURER, IMPORTER OR DISTRIBUTOR

IF THERE ARE NO CHANGES FROM LAST YEAR, YOU MAY FILE THIS FORM TO RENEW YOUR LICENSE. THIS FORM MAY ALSO BE USED FOR THE FOLLOWING:

Change of Mailing Address (Please Check Box if Mailing Address Needs Updating)

Do not use white out or correction tape on this application

OFFICE USE ONLY

Entered By: _____

Approved By: _____

1. Current License Number: _____

Licensee Name: _____

- Sole Proprietor Corporation Limited Liability Corporation/Partnership (LLC/LLP)
 Limited Liability Limited Partnership (LLLP) Partnership

Fictitious (DBA) Name(s): _____

Physical Address: _____
Street Address

City State Zip Code

Mailing Address: _____
 (Enter Mailing Address even if same as Physical Address) Street or Post Office Box)

City State Zip Code

Business Telephone Number: () Cell Number: ()

Business E-Mail Address: FAX Number: ()

2. Federal Employee's Identification Number (FEID): _____

Proof of Identification/DL #, If Sole Proprietor or Partnership: _____
 Please see instruction guide for proof of acceptable identification

Line makes of vehicles or units manufactured, distributed, or imported: _____

LICENSE NUMBER
ISSUE DATE
AMOUNT
CHECK NUMBER
CRS PAYMENT NUMBER
DATE RECEIVED IN DEALER LICENSE SECTION
DATE APPLICATION WAS COMPLETED
FRVIS CUSTOMER NUMBER
DIVISION OF CORPORATIONS
<input type="checkbox"/> ACTIVE
<input type="checkbox"/> INACTIVE

NOTE: If there is a change in the corporate officer status, please complete Form 84256, Application for a License as a Motor Vehicle or Recreational Vehicle Manufacturer, Importer, of Distributor or a Mobile Home Manufacturer. (No fees are required.)

**RENEWAL APPLICATION FOR A LICENSE AS A MOBILE HOME MANUFACTURER
OR RECREATIONAL VEHICLE MANUFACTURER, IMPORTER, OR DISTRIBUTOR**

ACCEPTABLE PROOF OF IDENTIFICATION INCLUDES:

- ◆ A Florida driver license or identification card (**please include driver license/identification number in appropriate space on form**);
- ◆ An out of state driver license or identification card;
- ◆ A US passport;
- ◆ A Canadian driver license, identification card, or passport;
- ◆ A driver license or identification card from any US Territory (American Samoa, Guam, Marianas, Puerto Rico, and the US Virgin Island; and
- ◆ An out of country passport.

A copy of the proof of identification **must** be submitted with your renewal form to the Department, unless the proof of identification submitted is a Florida driver license or identification card (**please include driver license/identification number in appropriate space on form**).

REQUIRED DOCUMENTS TO BE SUBMITTED WITH APPLICATION:

Mobile Home Manufacturers and Recreational Vehicle Manufacturers, Importers or Distributors:

- ◆ A completed and signed renewal application form (available on-line at <http://www.flhsmv.gov/html/forms.html>).
- ◆ License renewal fee of \$140 for **each** location, please make check payable to DHSMV.
- ◆ A current financial statement or condensed balance sheet.
- ◆ Copy of certification from the Division of Corporations showing current registration of business and fictitious name(s) (on-line access at www.sunbiz.org).
- ◆ Please submit a copy of any of your product warranties if it has been updated since your last renewal.
- ◆ Recreational Vehicle Manufacturers, Importers or Distributors: An original surety bond, or original continuation certificate in the amount of \$10,000 for **each** recreational plant licensed by the Division of Motorist Services.
- ◆ Mobile Home Manufacturers: An original surety bond, irrevocable letter of credit, or original continuation certificate in the amount of \$50,000.

NOTE: Mobile Home Manufacturers: Please attach a copy of the financial statement and a copy of the original surety bond, or irrevocable letter of credit, or original continuation certificate in the amount of \$50,000 for **all** additional location renewals.

Under penalty of perjury, I do swear and affirm that the information contained in this application is true and correct. I further certify that I am authorized to bind the application with my signature.

Officer's Signature (Required)

Printed Name

Title

Date

HSMV 86218 (Rev. 07/11)

Please mail the completed renewal application and required documents to: The Dealer License Section, 2900 Apalachee Parkway, Room A312 – MS 65, Tallahassee, Florida 32399.

STATE OF FLORIDA
DEPARTMENT OF HIGHWAY
SAFETY AND MOTOR VEHICLES
DIVISION OF MOTORIST SERVICES

Exhibit 4



SURETY BOND
MOBILE HOME MANUFACTURER

2900 APALACHEE PARKWAY
ROOM A-312, Mailstop #65
TALLAHASSEE, FLORIDA 32399-0500
KNOW ALL MEN BY THESE PRESENTS:

BOND NUMBER: _____

That we _____ as principal and _____ a surety

company qualified to do business in the State of Florida, as surety are held and firmly bound unto the duly appointed and qualified Director of the Division of Motorist Services of the State of Florida, and the successors in office of said Director, in the penal sum of Fifty Thousand Dollars, for the payment whereof well and truly to be made, we do hereby jointly and severally bind ourselves, our heirs, legal representatives, successors and assigns, firmly these presents:

Signed and Sealed this ___ day of _____, _____.

The condition of the above obligation is such that:

WHEREAS, the above named principal has made to the obligee hereunder application for a license, under Section 320.8225, Florida Statutes, to engage in the business of a mobile home manufacturer in this state, or who manufactures mobile homes out of state, which are ultimately offered for sale in this state.

WHEREAS, the above named principal is required as a condition precedent to this appointment as such manufacturer dealer to deliver annually to the obligee hereto a good and sufficient surety bond for the license period for protection of any retail customer who shall suffer any loss as a result of any failure to comply with the conditions of any written contract made by such manufacturer in connection with the manufacture or sale of any mobile home as a result of any violation of the provisions of Chapter 319 or 320, Florida Statutes, in the conduct of the business for which he is licensed.

NOW, THEREFORE, if the above named principal shall fully comply with the conditions of any written contract made by him as such manufacturer in connection with the manufacture or sale of any mobile home, and shall pay or cause to be paid to any retail customer any loss or damages which any retail customer shall sustain as a result of any failure to comply with the conditions of any written contract made by such manufacturer in connection with the manufacture or sale of any mobile home or as a result of any violation of the provisions of Chapter 319 or 320, Florida Statutes, in the conduct of the business of which he is licensed, then this obligation shall be void, otherwise to remain in full force and effect.

Such bond becomes effective as of _____, _____, and shall be for the license period ending September 30, _____. A new bond shall be delivered to the director at the beginning of each license period.

Provided, however, that the aggregate liability of the surety hereunder shall in no event, in any one (1) year, exceed the sum of the bond.

Provided, further the surety shall have the right to terminate its liability hereunder by serving written notice of its election so to do, by Unites States registered mail, upon the obligee, and thereupon the surety shall be discharged from any liability hereunder for any default of the principal, after the expiration of thirty (30) days from and after service of such notice.

NAME OF BUSINESS (SEAL)

SIGNATURE OF SURETY AGENT (SEAL)

SIGNATURE OF PRINCIPAL

ADDRESS OF SURETY AGENT

NAME OF SURETY BOND COMPANY

CITY/STATE/ZIP CODE

ADDRESS OF SURETY BOND COMPANY

TELEPHONE NUMBER

CITY/STATE/ZIP CODE

TYPED NAME OF SURETY AGENT

TELEPHONE NUMBER

HSMV 86050 (Rev. 01/11)

STATE OF FLORIDA
DEPARTMENT OF HIGHWAY
SAFETY AND MOTOR VEHICLES
DIVISION OF MOTORIST SERVICES
2900 APALACHEE PARKWAY
ROOM A-312, Mail Stop #65
TALLAHASSEE, FLORIDA 32399-0500

Exhibit 5



IRREVOCABLE LETTER OF CREDIT
MOBILE HOME MANUFACTURER

IRREVOCABLE LETTER OF CREDIT NUMBER: _____

This letter of credit is issued by _____, authorized to do business in the state of Florida as a bank (hereinafter "the Bank") at the request of _____ (hereinafter "the Principal"), to allow the Principal to fulfill a condition precedent to his appointment as a mobile home manufacturer by the Department of Highway Safety and Motor Vehicles (hereinafter "the Department"). The Principal shall deliver annually to the Department an irrevocable letter of credit for the license period for the protection of any person in a retail transaction who shall suffer loss arising out of noncompliance with code standard or failure to honor or provide warranty service or violation of any provisions of 320.8225, Florida Statutes, in the conduct of business as a mobile home manufacturer.

The Bank agrees to honor demands for payment by any person suffering a loss as specified above. Provided, however, that the aggregate liability of the Bank hereunder shall, in no event, in any one year, exceed \$25,000.

This letter becomes effective as of _____, 20_____ in support of a license issued for the term ending _____, 20_____ and may be continued by certification each year in support of any license issued for any subsequent year.

NAME OF DEALERSHIP

SIGNATURE OF BANK OFFICER

SIGNATURE OF PRINCIPAL

TITLE

TYPED OR PRINTED NAME

BANK

DEALERSHIP ADDRESS

ADDRESS

CITY STATE ZIPCODE

CITY STATE ZIPCODE

(BANK SEAL)

Exhibit 6

HUD LABEL



Color: Red Metal

Exhibit 7

DATE _____

APPLICATION FOR STANDARDS SEALS/LABELS

TO: Department of Highway Safety and Motor Vehicles
Division of Motorist Services
2900 Apalachee Parkway Tallahassee, Florida 32399-0640

APPLICATION IS HEREBY MADE FOR: FEE OF \$ _____ IS ENCLOSED

_____ # HUD LABELS \$32.00

_____ # M.H. DUPLEX SEALS \$20.00

I,(WE). _____ LOCATED AT
(name of applicant)

_____, CERTIFY
(full address)

THAT I (WE) WILL NOT ATTACH A SEAL OR LABEL TO ANY MOBILE/MANUFACTURED HOME THAT DOES NOT MEET OR EXCEED THE FEDERAL MANUFACTURED HOME CONSTRUCTION AND SAFETY STANDARDS OR OTHER REQUIREMENTS AS OUTLINED IN SECTION 320.822-320.90, FLORIDA STATUTES. FLORIDA STATUTES REQUIRE MANUFACTURERS TO AFFIX THE APPROPRIATE SEAL/LABEL TO ALL UNITS SOLD, OFFERED FOR SALE OR PLACED ON DISPLAY

MOBILE HOME MANUFACTURER LICENSE NUMBER _____

SIGNATURE _____
MANUFACTURER'S AUTHORIZED REPRESENTATIVE

Note:
This form is to be executed by mobile home manufacturer and submitted to the Division of Motorist Services . Applicant's copy showing the Seal/Label assignments will be returned with Seals/Labels.

DMS USE ONLY

SEALS/LABELS ASSIGNED TOTAL # _____

BEGINNING # _____ ENDING # _____

ASSIGNED BY _____ DATE _____

DO NOT SEPARATE ORIGINAL AND COPY

Exhibit 8

Request and Payment for Labels

U.S. Department of Housing and Urban Development
Office of Manufactured Housing Program

OMB Approval No. 2502-0233
expires 01/31/2013

The Manufactured Housing Procedural and Enforcement Regulations 24 CFR Chapter XX Part 3282, require manufacturers to report certification label usage on a monthly basis. The information collected here will be used in conjunction with reporting home distribution, collecting fees, and reimburse parties as appropriate under these Regulations. Public reporting burden for this collection of information is estimated to average 0.5 hours per response including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Response to this information collection is mandatory. This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number.

Manufacturer's Name & Address	Factory Name & Address	
Manufacturer's Representative	Phone	Date (mm/dd/yyyy)

Manufacturer's Request

(To be completed by manufacturer)

We hereby request that our IPIA, _____

for the above manufacturing facility issue _____ (quantity) manufactured home certification labels.

Total number of labels requested _____ X \$39.00 _____ (Feet/Label)* = \$ _____

Credit adjustment (include Form 303 with credit) - \$ _____

Check amount \$ _____

Check number _____ dated _____
(mm/dd/yyyy)

Checks must be payable to Department of Housing and Urban Development.

IPIA Assignment of Label Numbers

(to be completed by IPIA)

The following unissued certification label numbers are assigned to the specific facility identified above.

Certification Labels _____ - _____ through & including _____ - _____ = _____ (Quantity)

Certification Labels _____ - _____ through & including _____ - _____ = _____ (Quantity)

Certification Labels _____ - _____ through & including _____ - _____ = _____ (Quantity)

Total Number of Labels Issued _____ X \$39.00 _____ (Fee/Label)* = \$ _____

IPIA Authorized Label Administrator _____ Date _____
(mm/dd/yyyy)

Tender payment through Pay.gov and send copy of form and payment receipt.

Distribution
Original – HUD's Monitoring Contractor
Copies to: IPIA
Manufacturer

Previous editions obsolete

Form HUD-301 (06/09)

Exhibit 10

Lost Label Report

U.S. Department of Housing and Urban Development
Office of Manufactured Housing Program

OMB Approval No. 2502-0233
expires 01/31/2013

IPIA/Manufacturer/Losing Party

(Must be completed within 5 days of discovery or loss)

The manufactured Housing Procedural and Enforcement Regulations 24 CFR Chapter XX Part 3282 Section 552 requires manufacturers to report certification label usage on a monthly basis. The information collected here will be used to report home distribution, collecting fees, and reimbursing parties as appropriate under these Regulations. Public reporting burden for this collection of information is estimated to average 0.5 hours per response including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Response to this information collection is mandatory. This agency may not collect this information and you are not required to complete this form, unless the form displays a currently valid OMB control number.

Manufacturer's Name & Address	Factory Address	
Manufacturer's Representative	Phone	Date (mm/dd/yyyy)

All certification labels for HUD code manufactured housing that are lost or unaccounted for by manufacturers must be reported to HUD's Office of Manufactured Housing Programs for accountability of all homes and labels. Labels can be lost through a variety of means including simple loss, theft, mail distribution, or sale for scrap or salvage.

Lost Labels

(to be completed by manufacturer or losing party)

Quantity _____ certification labels. Date certification label affixed to unit _____
(mm/dd/yyyy)

New certification label number affixed to unit _____ Date loss discovered _____
(mm/dd/yyyy)

Certification label numbers _____ through and including _____

Serial Number: _____ Destination: _____

Name and address of person who last had possession of certification label(s) when loss was discovered:

Name _____

Address _____

Name and address of person who discovered loss:

Name _____

Address _____

Distribution

Original – HUD's Contracting Agent

Copies to: IPIA

Manufacturer

Was a Police or private investigator contacted or used?

Yes By Whom? _____ Date _____
(mm/dd/yyyy)

Results (include police or investigator reports):

No Why?

Explanation of Loss

(To be completed by manufacturer or losing party)

Losing party's detailed written explanation of the events that led to the lost certification label(s), and efforts made toward label recovery.

IPIA Recommendations

(to be completed by IPIA)

IPIA's detailed statement setting forth the circumstances of the loss. Give specific reasons for recommendation to HUD if free replacement of a lost certification label is requested. Submit complete package to HUD's Contracting Agent, which will act upon HUD's final decision.

IPIA Authorized Label Administrator _____
Printed Name and signature

When manufacturers sell units for scrap or salvage

(to be completed by manufacturer)

If a manufacturer sells a scrap or salvage unit the manufacturer must remove the label. The manufacturer must keep a permanent record of the label, or return the label to HUD's Contracting Agent. All labels must be removed from all homes sold for scrap or salvage.

<i>Name & Address of scrap or salvage company</i>	<i>Name and Address of Manufacturer</i>
<i>Phone Number of scrap or salvage company</i>	<i>Label Numbers from scrap or salvage units</i>

Distribution

Original – HUD's Contracting Agent

Copies to: IPIA

Manufacturer

Exhibit 11

Damaged Label Report IPIA/Manufacturer

U.S. Department of Housing and Urban Development
Office of Manufactured Housing Program

OMB Approval No. 2502-0233
expires 01/31/2013

(to be used when returning damaged labels)

The manufactured Housing Procedural and Enforcement Regulations 24 CFR Chapter XX Part 3282 Section 552 requires manufacturers to report certification label usage on a monthly basis. The information collected here will be used to report home distribution, collecting fees, and reimbursing parties as appropriate under these Regulations. Public reporting burden for this collection of information is estimated to average 0.5 hours per response including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Response to this information collection is mandatory. This agency may not collect this information and you are not required to complete this form, unless the form displays a currently valid OMB control number.

Manufacturer's Name & Address	Factory Name & Address	
Manufacturer's Representative	Phone	Date (mm/dd/yyyy)

Damaged Labels

(to be completed by manufacturer)

The following manufactured home certification labels have been damaged and are enclosed. Damaged certification labels include those on units wrecked in transit.

Quantity _____ certification labels. Date certification label affixed to unit _____
(mm/dd/yyyy)

Damaged certification label numbers _____ through and including _____

New certification label number affixed to unit (serial number) _____

Serial Number: _____ Destination: _____

Assignment of Replacement Labels By IPIA to Manufacturer

(to be completed by IPIA)

The following certification label number must be assigned to the specific facility identified above.

IPIA _____

Quantity: _____ labels.

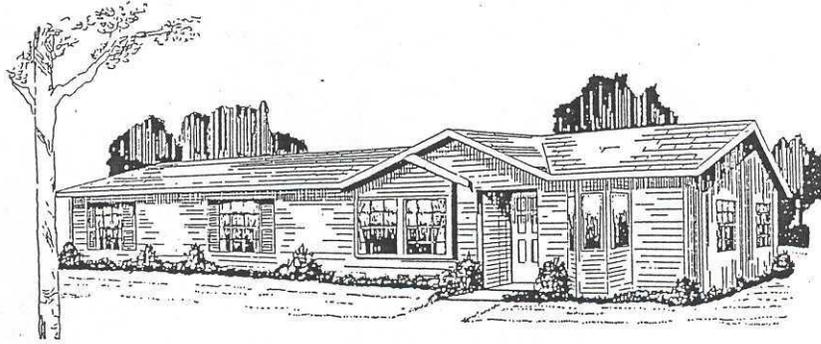
Label certification numbers _____ through and including _____

IPIA Authorized Label Administrator _____ Date _____
(signature) (mm/dd/yyyy)

Distribution
Original – HUD's Contracting Agent
Copies to: IPIA
Manufacturer

DISTRIBUTOR DEALER ASSIGNMENT NUMBER 1	<p>FOR VALUE RECEIVED I THE UNDERSIGNED TRANSFER THE VEHICLE DESCRIBED ON THE FACE OF THIS CERTIFICATE TO NAME OF PURCHASER(S) _____</p> <p>ADDRESS _____</p> <p>AND CERTIFY TO THE BEST OF MY KNOWLEDGE INFORMATION AND BELIEF UNDER PENALTY OF LAW THAT THE VEHICLE IS NEW AND HAS NOT BEEN REGISTERED IN THIS OR ANY STATE AND AT THE TIME OF DELIVERY THE VEHICLE WAS SUBJECT TO THE FOLLOWING SECURITY INTERESTS AND NONE OTHER AND WARRANT TITLE TO THE VEHICLE. FEDERAL REGULATIONS REQUIRE YOU TO STATE THE ODOMETER MILEAGE UPON TRANSFER OF OWNERSHIP</p> <p>I certify to the best of my knowledge that the odometer reading is _____ and reflects the actual mileage of the vehicle unless one of the following statements is checked <input type="checkbox"/> 1 the amount of mileage stated is in excess of 99,999 or <input type="checkbox"/> 2 the odometer reading is not the actual mileage</p> <p>AMOUNT OF LIEN DATE OF LIEN KIND OF LIEN IN FAVOR OF</p> <p>_____ LIENHOLDER'S ADDRESS DEALER _____ BY: _____</p> <p style="text-align:center;">NAME OF DEALERSHIP DEALER'S LICENSE NO. AUTHORIZED SIGNATURE OF DEALER TITLE OR POSITION</p> <p>State of _____ County _____</p> <p style="text-align:center;">Being duly sworn upon oath says that the statements set forth are true and correct. Subscribed and sworn to me before me this _____ day of _____ 20 _____ Notary Public Notary Seal</p> <p style="text-align:center;">USE NOTARIZED ONLY IF REQUIRED IN TITLING JURISDICTION</p>
DISTRIBUTOR DEALER ASSIGNMENT NUMBER 2	<p>FOR VALUE RECEIVED I THE UNDERSIGNED TRANSFER THE VEHICLE DESCRIBED ON THE FACE OF THIS CERTIFICATE TO NAME OF PURCHASER(S) _____</p> <p>ADDRESS _____</p> <p>AND CERTIFY TO THE BEST OF MY KNOWLEDGE INFORMATION AND BELIEF UNDER PENALTY OF LAW THAT THE VEHICLE IS NEW AND HAS NOT BEEN REGISTERED IN THIS OR ANY STATE AND AT THE TIME OF DELIVERY THE VEHICLE WAS SUBJECT TO THE FOLLOWING SECURITY INTERESTS AND NONE OTHER AND WARRANT TITLE TO THE VEHICLE. FEDERAL REGULATIONS REQUIRE YOU TO STATE THE ODOMETER MILEAGE UPON TRANSFER OF OWNERSHIP</p> <p>I certify to the best of my knowledge that the odometer reading is _____ and reflects the actual mileage of the vehicle unless one of the following statements is checked <input type="checkbox"/> 1 the amount of mileage stated is in excess of 99,999 or <input type="checkbox"/> 2 the odometer reading is not the actual mileage</p> <p>AMOUNT OF LIEN DATE OF LIEN KIND OF LIEN IN FAVOR OF</p> <p>_____ LIENHOLDER'S ADDRESS DEALER _____ BY: _____</p> <p style="text-align:center;">NAME OF DEALERSHIP DEALER'S LICENSE NO. AUTHORIZED SIGNATURE OF DEALER TITLE OR POSITION</p> <p>State of _____ County _____</p> <p style="text-align:center;">Being duly sworn upon oath says that the statements set forth are true and correct. Subscribed and sworn to me before me this _____ day of _____ 20 _____ Notary Public Notary Seal</p> <p style="text-align:center;">USE NOTARIZED ONLY IF REQUIRED IN TITLING JURISDICTION</p>
DISTRIBUTOR DEALER ASSIGNMENT NUMBER 3	<p>FOR VALUE RECEIVED I THE UNDERSIGNED TRANSFER THE VEHICLE DESCRIBED ON THE FACE OF THIS CERTIFICATE TO NAME OF PURCHASER(S) _____</p> <p>ADDRESS _____</p> <p>AND CERTIFY TO THE BEST OF MY KNOWLEDGE INFORMATION AND BELIEF UNDER PENALTY OF LAW THAT THE VEHICLE IS NEW AND HAS NOT BEEN REGISTERED IN THIS OR ANY STATE AND AT THE TIME OF DELIVERY THE VEHICLE WAS SUBJECT TO THE FOLLOWING SECURITY INTERESTS AND NONE OTHER AND WARRANT TITLE TO THE VEHICLE. FEDERAL REGULATIONS REQUIRE YOU TO STATE THE ODOMETER MILEAGE UPON TRANSFER OF OWNERSHIP</p> <p>I certify to the best of my knowledge that the odometer reading is _____ and reflects the actual mileage of the vehicle unless one of the following statements is checked <input type="checkbox"/> 1 the amount of mileage stated is in excess of 99,999 or <input type="checkbox"/> 2 the odometer reading is not the actual mileage</p> <p>AMOUNT OF LIEN DATE OF LIEN KIND OF LIEN IN FAVOR OF</p> <p>_____ LIENHOLDER'S ADDRESS DEALER _____ BY: _____</p> <p style="text-align:center;">NAME OF DEALERSHIP DEALER'S LICENSE NO. AUTHORIZED SIGNATURE OF DEALER TITLE OR POSITION</p> <p>State of _____ County _____</p> <p style="text-align:center;">Being duly sworn upon oath says that the statements set forth are true and correct. Subscribed and sworn to me before me this _____ day of _____ 20 _____ Notary Public Notary Seal</p> <p style="text-align:center;">USE NOTARIZED ONLY IF REQUIRED IN TITLING JURISDICTION</p>

Exhibit 13
MEASURING MOBILE/MANUFACTURED HOME LENGTH AND WIDTH



MOBILE/MANUFACTURED HOME

Body size does not include roof projection or hitch assembly.
 (Refer to section 320.8335, FS, for disclosure requirements on
 length and width measurements of a mobile/manufactured home.)

NOTE: Units exceeding 14 feet in width must have a front
 and rear escort when being transported over Florida
 highways. A law enforcement escort is required when
 transporting on two lane highways and four lane
 highways when construction is in progress.

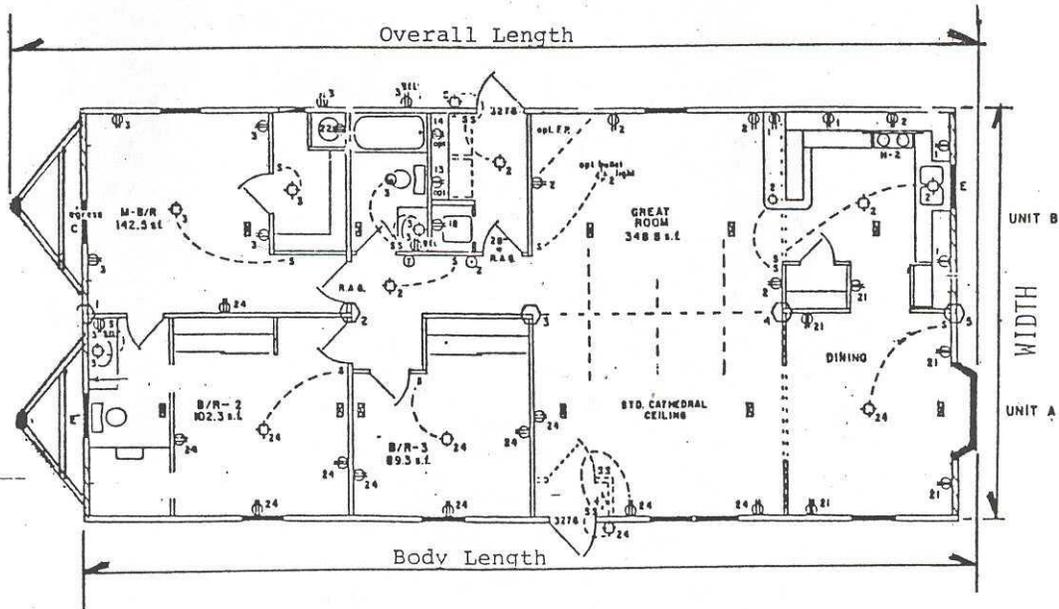


Exhibit 14

IPIA's REPORT # _____

FLORIDA MANUFACTURER'S INSPECTION REPORT

MFR. _____ DATE _____

List Below in Sequential Order the ID # of Each Unit Inspected

ID #	Station	ID #	Station	ID #	Station	ID #	Station
HUD LABEL # _____		ID # _____		<input type="checkbox"/> PRINTS		<input type="checkbox"/> APPLIANCES	

Testing Required By The Standard

ID #	Plumbing	ID #	Gas System	ID #	Electrical
	Fixture		Before Appl Conn		Continuity
	Tub/Shower		After Appl Conn		Operational
	Drainage/Vent		Egress Window		Dielectric
	Water System	<input type="checkbox"/> Yes <input type="checkbox"/> No	Material Storage		Polarity Fixture
NEW/UPDATE CERT.					Polarity Receptacle
SUBJECT			DRAWING PRT #	MODEL #	APPROVAL DATE
COMMENTS:					

Station description and process shall be recorded to comply with the DAPIA approved Q.A. Manual.

NOTICE:

Noted in this report are violations to the Federal Manufactured Home Construction and Safety Standards found by Florida MH/RV Construction Personnel while conducting an inspection in this plant on the date listed below.

In order for you to sell or offer for sale mobile homes, you must comply with Title VI, Section 601 of the National Manufactured Home Construction and Safety Standards Act of 1974. All violations must be corrected immediately. **Homes that are red tagged WILL REQUIRE a reinspection before red tags can be removed and the mobile homes shipped.**

Q.C's SIGNATURE

Time In _____ Out _____

Time In _____ Out _____

Travel Time To: _____ From _____

Total Time _____

Manual/Plan Review Time _____

Total HUD M.H. Insp. Time _____

Exhibit 15

FLORIDA MANUFACTURER'S INSPECTION SUPPLEMENT REPORT

PLANT: _____

DATE OF INSP.: _____

INSP. REPORT NO.: _____

DUE DATE: _____

1. PROBLEM/NONCONFORMANCE: _____

SOURCE: _____

PREVENTATIVE ACTION: _____

NO. UNITS: _____ ACCEPT REJECT IPIA SIGNATURE _____

2. PROBLEM/NONCONFORMANCE: _____

SOURCE: _____

PREVENTATIVE ACTION: _____

NO. UNITS: _____ ACCEPT REJECT IPIA SIGNATURE _____

COMMENTS: _____

Signature: Plant Management _____ Date _____

3. PROBLEM/NONCONFORMANCE: _____

SOURCE: _____

PREVENTATIVE ACTION: _____

NO. UNITS: _____ ACCEPT REJECT IPIA SIGNATURE _____

4. PROBLEM/NONCONFORMANCE: _____

SOURCE: _____

PREVENTATIVE ACTION: _____

NO. UNITS: _____ ACCEPT REJECT IPIA SIGNATURE _____

5. PROBLEM/NONCONFORMANCE: _____

SOURCE: _____

PREVENTATIVE ACTION: _____

NO. UNITS: _____ ACCEPT REJECT IPIA SIGNATURE _____

Exhibit 16

**Red Tag Used To Warn Mobile/Manufactured Home Manufacturers And Dealers
That A Home May Not Be Sold Until It Is Brought Into Compliance With
The National Manufactured Housing Construction and Safety Standards**



Color: Red

Exhibit 17

HSMV 81305 (REV. 01/11)

Manufacturer Data Report

State of Florida
Department of Highway Safety and Motor Vehicles
Division of Motorist Services

Neil Kirkman Building, 2900 Apalachee Parkway (Room A 129) Tallahassee FL 32399-0640

DESIGNATION (State) _____ Single Double Triple
SIZE _____

Unit A EXCLUDE HITCH Unit B INCLUDE HITCH Unit C _____

DEALER'S NAME _____
ADDRESS _____

City _____ State _____ Zip _____

DAPIA NAME _____
ADDRESS _____

City _____ State _____ Zip _____

HUD LABEL # _____
M. H. ID # _____
DATE MANUFACTURED _____
MODEL # _____ YEAR 20 _____
MFR. NAME _____
ADDRESS _____
City _____ State _____ Zip _____

ROOF LOAD ZONES

North 40 PSF South 20 PSF
 Middle 30 PSF

Note: Hawaii, Canal Zone, Puerto Rico and Virgin Islands are South Zone

WIND ZONES

Zone I 15 PSF Horizontal & 9 PSF Uplift
 Zone II 100 mph
 Zone III 110 mph
 Exposure D

HEATING & COOLING DESIGNED CERTIFICATE

Design Winter Climate Zone

This mobile home has been thermally insulated to conform with the requirements of the Federal Manufactured Home Construction and Safety Standards for all locations within climatic:

ZONE I ZONE II ZONE III

Equipment	Manufacturer	Model Designation
Clothes Washer.....	_____	_____
Clothes Dryer.....	_____	_____
Dishwasher.....	_____	_____
Food Waste.....	_____	_____
Water Heater.....	_____	_____
Smoke Detector.....	_____	_____
Air Conditioning () BTU/hr.	_____	_____
Comfort Heating () BTU/hr.	_____	_____
Cooking Range.....	_____	_____
Built-In Oven.....	_____	_____
Counter-Top Cooking Unit..	_____	_____
Refrigerator.....	_____	_____

NOTE: See Section 3280.305(c)(2) for areas included in each Wind Zone.

This home has has not (checked by manufacturer) been equipped with storm shutters or other protective coverings for windows and exterior door openings. For Homes designed to be located in Wind Zones II and III, which have not been provided with shutters or equivalent covering devices, it is strongly recommended that the home be made ready to be equipped with these devices in accordance with the method recommended in the manufacturer's printed instructions.

Manufacturer shall provide "U" factors as designed below.

Walls (without windows & doors).....	"U" = _____
Ceilings & roofs of light color.....	"U" = _____
Ceilings & roofs of dark color.....	"U" = _____
Floors.....	"U" = _____
Air ducts in floor.....	"U" = _____
Air ducts in ceiling.....	"U" = _____
Air ducts installed outside.....	"U" = _____

** FOR TALLAHASSEE CENTRAL OFFICE USE ONLY **

RED TAG # _____ REGION _____
COMPLAINTS _____
NAME _____
ADDRESS _____ CITY _____ STATE _____ ZIP _____
REGION _____

This home has has not been designed for the higher wind pressures and anchoring provisions required for ocean/coastal areas and should not be located within 1500' of the coastline in Wind Zones II and III, unless the home and its anchoring and foundation system have been Designed for the increased requirements specified for Exposure D in ANSI/ASCE 7-88.

Heat transfer area to outside of home from air ducts located:
Inside Home Sq. Ft. _____
Outside Home Sq. Ft. _____

The heating equipment has the capacity to maintain an average 70° F temperature in this home at outdoor temperatures of _____ °F

To maximize furnace operating economy and to conserve energy, it is recommended that this home be installed where the outdoor winter design temperature (97 1/2 %) is not higher than _____ °F.

The above information has been calculated assuming a maximum wind velocity of 15 MPH at standard atmospheric pressure.

The supply air distribution system installed in this home is sized:
 Not designed for A/C A/C Ready A/C Installed

This mobile home is designed to comply with the Federal Manufactured Home Construction and Safety Standards in force at the time of manufacture.

SIGNED _____
Authorized Representative of Manufacturer Type or Print Name Date

Exhibit 18

Adjustment Report Monthly Production Report

U.S. Department of Housing and Urban Development
Office of Manufactured Housing Program

OMB Approval No. 2502-0233
expires 01/31/2013

The Manufactured Housing Procedural and Enforcement Regulations, 24 CFR Part 3282 Section 501 authorizes the Secretary to take such actions to oversee the system as the Secretary deems appropriate. This form requires the manufacturer to report any adjustments to previously submitted monthly production reports. The information collected here will be used to request certification labels from the Secretary and confirm the receipt of the certification labels as required under these regulations. Public reporting burden for this collection of information is estimated to average 0.5 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Response to this information collection is mandatory under 42 U.S.C. 5413(c)(3). This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number.

Manufacturer's Name & Address	Factory Name & Address	
Manufacturer's Representative	Phone	Date (mm/dd/yyyy)
Report for month of (mm/yyyy)	IPIA	

Section I (to add an unreported unit)

Certification Label Number (include all zeros and agency prefix)	Manufacturer's MH ID or Serial Numbers	Date of Manufacture (mm/dd/yyyy)	First shipping destination information				Type of Unit *(See Below)
			Dealer's Name	City	State	Zip Code	

Section II (to correct previously reported information)

Certification Label Number (include all zeros and agency prefix)	Manufacturer's MH ID or Serial Numbers	Date of Manufacture (mm/dd/yyyy)	Previous Information	Correction	Type of Unit *(See Below)

Section III (to be completed for open destinations)

Certification Label Number (include all zeros and agency prefix)	Manufacturer's M/H ID or Serial Numbers	Date of Manufacture (mm/dd/yyyy)	First shipping destination information				Type Of Unit (*see Below)
			Dealer's Name	City	State	Zip Code	

Distribution
Original – HUD's Monitoring Contractor
Copies to: IPIA
 Manufacturer

*Type of Unit:
Single-wide Unit (S)
Multi-wide Unit 1st Section (M1)
Multi-wide Unit 2nd Section (M2)
Multi-wide Unit 3rd Section (M3)



EXHIBIT 19 STATE OF FLORIDA
 DEPARTMENT OF HIGHWAY SAFETY AND MOTOR VEHICLES
 DIVISION OF MOTORIST SERVICES
 NEIL KIRKMAN BUILDING, TALLAHASSEE, FLORIDA 32399-0500
**APPLICATION FOR A LICENSE AS A MOTOR VEHICLE
 MOBILE HOME, OR RECREATIONAL VEHICLE DEALER**

DMS USE ONLY

Do not use white out or correction tape on this application.

I hereby make application and submit the required documentation for an original license or corporation update:

- | | |
|--|--|
| <input type="checkbox"/> VF Franchised Motor Vehicle Dealer – 320.27, F.S. | <input type="checkbox"/> NI, NH, NR Non-Resident Dealer - 320.71 F.S. |
| <input type="checkbox"/> SF Franchised Motor Vehicle Service Facility – 320.642(6), F.S. | <input type="checkbox"/> Original |
| <input type="checkbox"/> VI Independent Motor Vehicle Dealer – 320.27, F.S. | <input type="checkbox"/> Dealer Development Franchise (Attach copy of the Dealer Development & Management Agreement |
| <input type="checkbox"/> VW Wholesale Motor Vehicle Dealer – 320.27, F.S. | <input type="checkbox"/> Corporate Update Modification Only (Please complete the application in its entirety. Page 5 of this application must be completed for all incoming new officers |
| <input type="checkbox"/> VA Motor Vehicle Auction – 320.27, F.S. | |
| <input type="checkbox"/> SD Salvage Vehicle Dealer – 320.27, F.S. | |
| <input type="checkbox"/> BH Used Mobile Home Broker – 320.77, F.S. | |
| <input type="checkbox"/> DH Mobile Home Dealer – 320.77, F.S. | |
| <input type="checkbox"/> DH/BH Selling New Recreational Vehicles – 320.771(8), F.S. | |
| <input type="checkbox"/> DH/BH Selling Used Recreational Vehicles – 320.771(8), F.S. | |
| <input type="checkbox"/> RV New Recreational Vehicle Dealer – 320.771, F.S. | |
| <input type="checkbox"/> RU Used Recreational Vehicle Dealer – 320.771, F.S. | |

Current License No. _____

FEID Number _____

Sales Tax Number: _____

Proof of Identification/DL, if Sole Proprietor or Partnership: _____
 Please see instruction guide for acceptable proof of identification.

Owner/Partner/LLC/LLP/LLLP or Corporation Name: _____

Fictitious Business Name (d/b/a): _____

Dealership Physical Address: _____
 Street Address (Enter Physical Address even if same as Mailing Address)

City _____ County _____ State _____ Zip Code _____

Mailing Address: _____
 Street Address

City _____ County _____ State _____ Zip Code _____

Telephone numbers: Home: () _____ Cell No: () _____
 Office: () _____ FAX No: () _____ None

Business E-Mail Address: _____

1. If franchised or recreational vehicle dealer, list authorized line make(s) for which you are already licensed to sell: _____

Motorcycles greater than 50cc _____ Motorcycle 50 cc or less _____ Tri-Vehicles _____

Low Speed Vehicles _____ Mini-Trucks _____

2. If applying for an original franchised licensed or a recreational vehicle dealer license, list the line make(s) you are seeking for approval: _____

Motorcycles greater than 50cc _____ Motorcycle 50 cc or less _____ Tri-Vehicles _____

Low Speed Vehicles _____ Mini-Trucks _____

LICENSE NUMBER
ISSUE DATE
DATE RECEIVED IN REGIONAL OFFICE
DATE COMPLETED IN REGIONAL OFFICE
DATE MAILED TO HEADQUARTERS
DATE RECEIVED IN DEALER LICENSE SECTION
AMOUNT
<input type="checkbox"/> CHECK
CHECK NUMBER
<input type="checkbox"/> CASH
<input type="checkbox"/> CREDIT CARD
PAYMENT NUMBER
FRVIS CUSTOMER NUMBER
DIVISION CORP
<input type="checkbox"/> ACTIVE
<input type="checkbox"/> INACTIVE
DEALER TRAINING SCHOOL COMPLETION DATE

Zone #: _____

Insp #: _____

APPLICATION FOR A LICENSE AS A MOTOR VEHICLE, MOBILE HOME, OR RECREATIONAL VEHICLE DEALER

Do not use white out or correction tape on this application

3. Sole Proprietor Corporation Limited Liability Company/Partnership (LLC/LLP)
 Limited Liability/Limited Partnership (LLLP) Partnership

A. OWNERS/PARTNERS:

Last Name		First Name		Middle Initial		(FRVIS Customer No. – Office Use Only)	
Date of Birth	FL DL/ID# (if other proof of ID is used, attach copy)			Home Phone Number w/Area Code		Daytime Phone Number w/Area Code	
Residence Address			City		State		Zip Code
Last Name		First Name		Middle Initial		(FRVIS Customer No. – Office Use Only)	
Date of Birth	FL DL/ID# (if other proof of ID is used, attach copy)			Home Phone Number w/Area Code		Daytime Phone Number w/Area Code	
Residence Address			City		State		Zip Code
Last Name		First Name		Middle Initial		(FRVIS Customer No. – Office Use Only)	
Date of Birth	FL DL/ID# (if other proof of ID is used, attach copy)			Home Phone Number w/Area Code		Daytime Phone Number w/Area Code	
Residence Address			City		State		Zip Code

B. CORPORATE/LLC/LLP/LLL:

Corporate Name							
Corporate Headquarters Business Address			City		State		Zip Code

PRESIDENT/MGR/MEMBER/PARTNER:

Last Name		First Name		Middle Initial		(FRVIS Customer No. – Office Use Only)	
Date of Birth	FL DL/ID# (if other proof of ID is used, attach copy)			Home Phone Number w/Area Code		Daytime Phone Number w/Area Code	
Residence Address			City		State		Zip Code

VICE-PRESIDENT/MGR/MEMBER/PARTNER:

Last Name		First Name		Middle Initial		(FRVIS Customer No. – Office Use Only)	
Date of Birth	FL DL/ID# (if other proof of ID is used, attach copy)			Home Phone Number w/Area Code		Daytime Phone Number w/Area Code	
Residence Address			City		State		Zip Code

SECRETARY/MGR/MEMBER/PARTNER:

Last Name		First Name		Middle Initial		(FRVIS Customer No. – Office Use Only)	
Date of Birth	FL DL/ID# (if other proof of ID is used, attach copy)			Home Phone Number w/Area Code		Daytime Phone Number w/Area Code	
Residence Address			City		State		Zip Code

TREASURER/MGR/MEMBER/PARTNER:

Last Name		First Name		Middle Initial		(FRVIS Customer No. – Office Use Only)	
Date of Birth	FL DL/ID# (if other proof of ID is used, attach copy)			Home Phone Number w/Area Code		Daytime Phone Number w/Area Code	
Residence Address			City		State		Zip Code

DIRECTOR/MGR/MEMBER/PARTNER:

Last Name		First Name		Middle Initial		(FRVIS Customer No. – Office Use Only)	
Date of Birth	FL DL/ID# (if other proof of ID is used, attach copy)			Home Phone Number w/Area Code		Daytime Phone Number w/Area Code	
Residence Address			City		State		Zip Code

APPLICATION FOR A LICENSE AS A MOTOR VEHICLE, MOBILE HOME, OR RECREATIONAL VEHICLE DEALER

4. If the place of business is owned by applicant, date of acquisition: _____
Enter "LEASED" in the space above, if it is a leased location. Month/Day/Year

Please attach the following for an original application:

- A completed application form HSMV 86056 and \$300 fee for motor vehicle dealers or \$340 fee for mobile home or; recreational vehicle dealers;
- Proof of identification/DL (see instruction guide for acceptable forms of identification);
- A true copy of property lease or proof of ownership;
- Fingerprint cards and a fingerprint fee of \$54.25 per officer;
- Copy of dealer training course completion document;
- Original surety bon/irrevocable letter of credit (Division of Motorist Services forms only) – on line access at <http://www.flhsmv.gov/html/forms.html>
- Copy of business and/or fictitious name registration (on-line access at www.sunbiz.org);
- Copy of certification from the Division of Corporations showing current registration of business to conduct business in the State of Florida (on-line access at www.sunbiz.org)
- Corporation papers, corporate meeting minutes showing the election of corporate directors, Articles of incorporation if the dealership is a Corporation or Incorporation; Articles of Organization and Operating Agreement if the dealership is a Limited Liability Company; or a Partnership Agreement if the dealership if a Partnership; and
- Independent dealer (VI*), Auction dealer (VA), Wholesale dealers (VW), and Salvage dealer (SD) have the option to submit a copy of:
 - A garage liability insurance certificate which shall include, at a minimum, \$25,000 combined single limit liability coverage including bodily injury and property damage protection and \$10,000 personal injury protection; **OR**
 - A general liability insurance policy coupled with a business automobile policy, which shall include, at a minimum, \$25,000 combined single limit liability coverage including bodily injury and property damage protection and \$10,000 personal injury.
- Franchise dealers (VF), Recreational dealers (RV & RU), and Mobile home dealers/brokers (DH/BH) selling recreational vehicles must submit a garage liability insurance certificate which shall include, at a minimum, \$25,000 combined single limit liability coverage including bodily injury and property damage protection and \$10,000 personal injury protection.

Please attach the following items for a corporate update:

- A complete application form HSMV 86056;
- Minutes of the meeting;
- Fingerprint cards for each new member and fingerprint fee of \$54.25 per new officer; and
- Copy of the corporate changes registration from the Division of Corporation (on-line at www.sunbiz.org)

**For additional information, please refer to the Dealer License Instruction Booklet
CERTIFICATIONS/STATEMENTS**

Florida law requires applicants for various dealer licenses to provide certification or statements on a variety of issues. Please carefully read, complete, sign and date applicable certifications and statements.

Required of Motor Vehicle Dealer License Applicants

I certify that my business location provides an adequately equipped office and is not a residence; that the location affords sufficient unoccupied space upon and within which adequately to store all motor vehicles offered and displayed for sale; and that the location is a suitable place where I can in good faith carry on such business and to maintain books and records, and files necessary to conduct such business, which will be available at all reasonable hours for inspection by the department or any of its inspectors or employees. I further certify that the business of a motor vehicle dealer is the principal business which shall be conducted at the location.

Officer's Signature

Date

APPLICATION FOR A LICENSE AS A MOTOR VEHICLE, MOBILE HOME, OR RECREATIONAL VEHICLE DEALER

Required of Mobile Home and Recreational Vehicle Dealer License Applicants:

I certify that my business location is a permanent one, not a tent or a temporary stand or other temporary quarters; and, except in the case of a mobile home broker, that the location affords sufficient unoccupied space to store all mobile homes and recreational vehicles offered and displayed for sale; and that the location is suitable place in which I can, in good faith, carry on business and maintain books, records, and files necessary to conduct such business, which will be available at all reasonable hours for inspection by the department compliance examiners, inspectors or other department employees. I understand that this does not preclude a licensed mobile home dealer from displaying and offering for sale mobile homes in a mobile home park. I further certify that the business of a mobile home or recreational vehicle dealer is the principal business which shall be conducted at the location unless I am a mobile home park operator licensed as a mobile home dealer.

I plan to sell park models and recreational vehicles and understand the requirement to obtain Garage Liability Insurance.

Officer's Signature

Date

If no Federal Employer's Identification Number is obtained, the following statement is required of the applicant:

The individual owner(s) of the dealership is (are) performing all duties in the business. There are no employees in the dealership.

Officer's Signature

Date

Required of Recreational Vehicle Dealer License Applicants:

As an applicant for a recreational vehicle dealer license, issued pursuant to Section 320.771, Florida Statutes, I have not and will not enter into any agreement, written or oral, with any other person or business entity, which would constitute an unfair and deceptive trade practice in violation of Part II of Chapter 501, Florida Statutes.

Officer's Signature

Date

CERTIFICATION

(Must be completed by all dealership officers)

5. Has this applicant, partner, corporate officer or director:

- YES/NO Been convicted of a felony or equivalent charge anywhere?
YES/NO Been convicted of a felony or firsts degree misdemeanor for a violation of any provision of Chapter 319 or 320, Florida Statutes?
YES/NO Been convicted for a felony or first degree misdemeanor in any other jurisdiction for violation of motor vehicle laws (excluding parking and traffic laws)?
YES/NO Now facing criminal charges anywhere?
YES/NO Been denied a surety bond?
YES/NO Ever had a surety bond cancelled?
YES/NO Been a licensed dealer in Florida or any other jurisdiction?
State: License #:
YES/NO Been denied or had dealer license suspended or revoked in Florida or any other jurisdiction?

(IF THE ANSWER TO ANY PART OF QUESTION 5 IS "YES", APPLICANT IS REQUIRED TO SUPPLY APPROPRIATE DOCUMENTATION. IN THE CASE OF A FELONY CONVICTION, CHARGING DOCUMENTS AND DISPOSITION DOCUMENTS FROM THE COURT MUST ACCOMPANY THIS APPLICATION.)

Under penalty of perjury, I do swear or affirm that the information contained in this application is true and correct and that applicant, if licensed will abide by all laws of Florida, including Chapters 319 and 320, Florida Statutes, and all applicable rules, policies, and procedures of the Department of Highway Safety and Motor Vehicles.

I further certify that I am authorized to bind the application with my signature.

I understand that I must meet all zoning requirements and occupational license requirements that may be mandated by local or county ordinances.

Signature Typed Name and Title Date

NOTARIAL CERTIFICATE

STATE OF FLORIDA

COUNTY OF

The attached instrument was acknowledged before me on this date, / / by Mr./Mrs./Ms.

who is personally known to me or who has produced as identification and who did take an oath.

(seal)

(Signature of Notary) (Name of Notary, typed, printed or stamped)

(Notary)

(Title) (Commission Serial Number)

Important:

This certification is required for each officer of the dealership. If necessary, please make copies of this page. After completing this certification for each officer; attach each copy to this application. Each certification must be notarized.



EXHIBIT 20

STATE OF FLORIDA
DEPARTMENT OF HIGHWAY SAFETY AND MOTOR VEHICLES
NEIL KIRKMAN BUILDING, TALLAHASSEE, FLORIDA 32399-0500

RENEWAL APPLICATION

MOTOR VEHICLE, MOBILE HOME, OR RECREATIONAL VEHICLE DEALERS

IF THERE ARE NO CHANGES FROM LAST YEAR, YOU MAY FILE THIS FORM TO RENEW YOUR LICENSE THIS FORM MAY ALSO BE USED FOR THE FOLLOWING:

Change of Mailing Address (Please Check Box if Mailing Address Needs Updating)

Do not use white out or correction tape on this application

Current or last License Number (Include Suffix if Additional Location):

Licensee Name:

- Sole Proprietor, Corporation, Limited Liability Corporation/Partnership (LLC/LLP), Limited Liability Limited Partnership (LLLP), Partnership

Fictitious (DBA) Name:

Dealership Physical Address:

Street Address, City, County, State, Zip Code

Mailing Address:

Enter Mailing Address Even if Same as Physical Address, City, County, State, Zip Code

Federal Employer's Identification Number (FEID):

Florida Sales Tax Number:

Business E-Mail Address:

Business Telephone Number: FAX Number:

Cell Phone Number: ()

Proof of Identification, if Sole Proprietor or Partnership:

Who is your ETR vendor?

Acceptable Proof of Identification includes:

- A Florida driver license or identification card (please include number in appropriate space above);
An out of state driver license or identification card;
A US passport;
A Canadian driver license, identification card, or passport;
A driver license or identification card from any US Territory (American Samoa, Guam, Mariana, Puerto Rico, and the US Virgin Islands); and
An out of country passport

A copy of the proof of identification must be submitted with your renewal form to the Department, unless the proof of identification submitted is a Florida driver license or identification card (please include driver license/identification number in appropriate space above).

COMPLETION OF THIS SECTION IS MANDATORY FOR PROCESSING

Have you or any officer/owner been convicted of a felony or equivalent in any jurisdiction since your last renewal? YES NO

If the answer is "Yes", please submit the charging document(s) and disposition document(s).

"Under penalty of perjury, I do swear to affirm that all the information contained in this application is true and correct and that applicant will abide by all laws of Florida, including Chapters 319 and 320, Florida Statutes and all applicable rules, and procedures of the Department of Highway Safety and Motor Vehicles. I further certify that I am authorized to bind the application with my signature."

Officer's Signature Print Name

Title Date

OFFICE USE ONLY
Entered by

Approved by:

Form with fields: LICENSE NUMBER, ISSUE DATE, DATE APPLICATION WAS RECEIVED IN REGIONAL OFFICE, DATE MAILED TO HEADQUARTERS, DATE RECEIVED IN DEALER LICENSE OFFICE, Dealer Application Completion Date, CHECK, CHECK NUMBER, AMOUNT, CASH, CREDIT CARD, PAYMENT NUMBER, FRVIS CUSTOMER NUMBER, DIVISION CORP ACTIVE, INACTIVE, Dealer Training School Continuing Education, Pre-Licensing, DATE, SURETY BOND/CONTINUATION CERT., GARAGE LIABILITY INSURANCE

Zone #

Insp. #

Insp Name:



KNOW ALL MEN BY THESE PRESENTS:

BOND NUMBER: _____

That we _____
_____ as principal
and _____ a
surety company qualified to do business in the State of Florida, as surety are held and firmly bound unto the duly appointed and qualified
Director of the Division of Motorist Services of the State of Florida, and the successors in office of said Director, in the penal sum of
_____ Dollars, for the payment whereof well and truly to be made, we do hereby jointly and severally bind ourselves, our
heirs, legal representatives, successors and assigns, firmly these presents:

Signed and Sealed this ____ day of _____, _____.

The condition of the above obligation is such that:

WHEREAS, the above named principal has made to the obligee hereunder application for a license, under Section 320.77, Florida Statutes, to engage in the business of buying, selling or dealing in mobile homes or offering or displaying mobile homes for sale, as defined by the said law, and

WHEREAS, the above named principal is required as a condition precedent to this appointment as such dealer to deliver annually to the obligee hereto a good and sufficient surety bond for the license period conditioned that said principal shall comply with the conditions of any written contract made by such dealer in connection with the sale or exchange of any mobile home and shall not violate any of the provisions of Chapter 319 and 320, Florida Statutes, in the conduct of the business for which he is licensed, and

WHEREAS, such bond shall be in favor of any person in a retail or wholesale transaction who shall suffer any loss as a result of any violation of the conditions hereinabove contained.

NOW, THEREFORE, if the above named principal shall fully comply with the conditions of any written contract made by him as such dealer in connection with the sale or exchange of any mobile home, and shall pay or cause to be paid to any retail customer any loss or damages which any retail customer shall sustain as a result of any failure to comply with the conditions of any written contract made by such dealer in connection with the sale or exchange of any mobile home or as a result of any violation of the provisions of Chapter 319 or 320, Florida Statutes, in the conduct of the business of which he is licensed, then this obligation shall be void, otherwise to remain in full force and effect.

This bond becomes effective as of _____, _____, in support of a license issued for the term ending _____, _____, and may be continued by certificate each year in support of any license issued for any subsequent year.

Provided, however, that the aggregate liability of the surety hereunder shall in no event, in any one (1) year, exceed the sum of the bond, which shall include the total sum of any rider attached thereto pursuant to Section 320.77, Florida Statutes.

Provided, further the surety shall have the right to terminate its liability hereunder by serving written notice of its election so to do, by Unites States registered mail, upon the obligee, and thereupon the surety shall be discharged from any liability hereunder for any default of the principal, after the expiration of thirty (30) days from and after service of such notice.

NAME OF BUSINESS

SIGNATURE OF SURETY AGENT (SEAL)

SIGNATURE OF PRINCIPAL

ADDRESS OF SURETY AGENT

NAME OF SURETY BOND COMPANY

CITY/STATE/ZIP CODE

ADDRESS OF SURETY BOND COMPANY

TELEPHONE NUMBER

CITY/STATE/ZIP CODE

TYPED NAME OF SURETY AGENT

TELEPHONE NUMBER

**BUREAU OF MOTOR VEHICLE FIELD OPERATIONS' OFFICES
DIVISION OF MOTORIST SERVICES**

**Bureau of Motor Vehicle Field Operations (HQ)
Room B-368, Neil Kirkman Building, Mail Stop 64
Tallahassee, Florida 32399-0600
Telephone: (850) 617-3171**

Region I

Bureau of Motor Vehicle Field Operations, Region I
1135 Banks Road
Margate, Florida 33063
Telephone = (954) 969-4216
FAX = (954) 969-4237
Responsible for Broward County

Region II

Bureau of Motor Vehicle Field Operations, Region II
318 Southeast 25th Avenue
Ocala, Florida 34471
Telephone = (352) 732-1267
FAX = (352) 732-1459
**Responsible for Alachua, Columbia, Gilchrist, Lake,
Levy, Marion and Putnam Counties**

Region III

Bureau of Motor Vehicle Field Operations, Region III
3200 Armsdale Road, Suite 13
Jacksonville, Florida 32218
Telephone = (904) 924-1524
FAX = (904) 924-1525 or 924-1530
**Responsible for Baker, Bradford, Clay, Flagler,
Duval, Nassau, St. Johns and Union Counties**

Region IV

Bureau of Motor Vehicle Field Operations, Region IV
1354 South Woodland Boulevard
Deland, Florida 32720
Telephone = (386) 736-5108
FAX = (386) 736-5112
**Responsible for Brevard, Seminole and Volusia
Counties**

Region V

Bureau of Motor Vehicle Field Operations, Region V
4101 Clarcona-Ocoee Road, Suite 160
Orlando, Florida 32810
Telephone = (407) 445-7400
FAX = (407) 445-7411
Responsible for Orange and Osceola Counties

Region VI

Bureau of Motor Vehicle Field Operations, Region VI
NET PARK, Suite 2228
5701 East Hillsborough Avenue
Tampa, Florida 33610
Telephone = (813) 612-7110
FAX = (813) 612-7111
**Responsible for Citrus, Hernando, Hillsborough,
Pasco, Pinellas, Polk and Sumter Counties**

Region VII

Bureau of Motor Vehicle Field Operations, Region VII
Room C-205, Neil Kirkman Building, Mail Stop 76
Tallahassee, Florida 32399-0600
Telephone = (850) 617-2999
FAX = (850) 617-5180
**Responsible for Dixie, Franklin, Gadsden, Hamilton,
Jefferson, Lafayette, Leon, Liberty, Madison,
Suwanee, Taylor and Wakulla Counties**

Bureau of Motor Vehicle Field Operations, Panama City

6030 County Road 2321
Panama City, Florida 32404
Telephone = 850 872-4158
FAX = 850 872-7764
**Responsible for Bay, Calhoun, Gulf, Jackson and
Washington Counties**

Bureau of Motor Vehicle Field Operations, Pensacola

185-C Airport Boulevard
Pensacola, Florida 32505
Telephone = 850 475-5415
FAX = 850 475-5423
**Responsible for Escambia, Holmes, Okaloosa, Santa
Rosa and Walton Counties**

Region VIII

Bureau of Motor Vehicle Field Operations, Region VIII
323 10th Avenue West, Suite 200
Palmetto, Florida 34221
Telephone = (941) 723-4551
FAX = (941) 723-4553
**Responsible for Charlotte, Collier, Desoto, Glades,
Hardee, Hendry, Highlands, Lee, Manatee and
Sarasota Counties**

Region IX

Bureau of Motor Vehicle Field Operations, Region IX
470 Columbia Drive, Bldg. E, Suite 200
West Palm Beach, Florida 33409
Telephone = (561) 640-6820
FAX = (561) 640-6835
**Responsible for Indian River, Okeechobee, Martin,
Palm Beach and St. Lucie Counties**

Region X

Bureau of Motor Vehicle Field Operations, Region X
7795 West Flagler Street, Suite 82C
Miami, Florida 33144
Telephone = (305) 222-4164
FAX = (305) 222-4180
Responsible for Dade and Monroe Counties

Exhibit 24

Rule 15C-2.011, Florida Administrative Code (F.A.C.) regarding the inclusion or exclusion of wheels, axles and drawbars in the mobile/manufactured home sales agreement

**CHAPTER 15C-2 RULES OF PROCEDURE FOR
MANUFACTURED HOUSING SECTION**

15C-2.011 Wheels, Axles and Drawbar.

(1) Definitions.

(a) "Dealer" means a mobile home dealer as defined in Section 320.77(1)(a) and 320.822(8), F.S.

(b) "Manufacturer" means a manufacturer of mobile/manufactured homes as defined in Section 320.822(9), F.S.

(c) "Mobile Home" means those dwelling units as defined in Section 320.01(2)(a), F.S.

(d) "Manufactured Home" means those dwelling units as defined in Section 320.01(2)(b), F.S.

(e) "Running Gear Assembly" means a mobile/manufactured home chassis subsystem consisting of suspension springs, drawbar, axles, bearings, wheels, hubs, tires, and brakes, with their related hardware.

(2)(a) Pursuant to Subpart J of the Manufactured Home Construction and Safety Standards, as developed by the United States Department of Housing and Urban Development, Sections 3280.901-904, an integral part of a mobile home or manufactured home includes a complete running gear assembly.

(b) In order to clarify whether the assembly is included in the sale, no dealer or manufacturer shall sell or deliver a mobile/manufactured home to a retail purchaser without disclosing whether the running gear assembly is included in the transaction. The disclosure must be in written form, such as the following:

The sale of this mobile/manufactured home, ____ (VIN Number), ____ (Year & Make), includes/excludes (strike one) the running gear assembly (suspension springs, axles, bearings, wheels, hubs, tires, brakes).

_____	_____
Dealer/Manufacturer	Purchaser
_____	_____
Dated	Dated

(c) The absence of a written disclosure or the failure to strike the inapplicable word (include/exclude) will be interpreted as meaning the running gear assembly was to be included in the sale. No oral agreements, whether witnessed or not, will be acceptable.

(d) A copy of the disclosure shall be maintained by the dealer or manufacturer as part of the sale records and will be subject to periodic inspection by the Department.

(3) The failure to maintain a disclosure statement or to comply with the requirements of this rule will result in disciplinary action against the dealer or manufacturer pursuant to Chapter 320, F.S.

Specific Authority 320.011, 320.824(1) FS. Law Implemented 320.823, 320.822(3) FS. History—New 3-19-84, Formerly 15C-2.11, Amended 12-10-92.

Exhibit 25



STATE OF FLORIDA
DEPARTMENT OF HIGHWAY SAFETY AND MOTOR VEHICLES
DIVISION OF MOTORIST SERVICES

**APPLICATION FOR A TEMPORAY "SUPPLEMENTAL" LICENSE
FOR AN OFF-PREMISE SALE BY A MOTOR VEHICLE, MOBILE HOME
OR RECREATIONAL VEHICLE DEALER**

- | | | |
|--|---|--|
| <input type="checkbox"/> Motor Vehicles | <input type="checkbox"/> Mobile Homes | <input type="checkbox"/> Recreational Vehicles |
| <input type="checkbox"/> New Vehicles Only | <input type="checkbox"/> Used Vehicles Only | <input type="checkbox"/> New and Used Vehicles |

Date: _____

Dealership Business Name: _____

Dealer License Number: _____

Dealership License Business Address: _____
(Street Address)

(City/State/Zip Code)

Address of Off-Premise Sale: _____
(Street Address)

(City/State/Zip Code)

Name of Dealer Representative in charge of the sale: _____

Cell Phone Number and Area Code: _____
(The Department must be able to reach the dealer representative at this number during the sale.)

**THIS APPLICATION IS FOR A
TEMPORARY OFF-PREMISE SALE AT THE ABOVE DESCRIBED LOCATION**

Beginning on _____, _____

and Ending on _____, _____

Typed/Printed Name of Owner/Officer

Owner/Officer's Signature

Owner/Officer's Title

HSMV 84200 S (01/11)

Exhibit 26
State of Florida
Department of Highway Safety and Motor Vehicles
Division of Motorist Services – Bureau of Motor Vehicle Field Operations
Neil Kirkman Building, Tallahassee, Florida 32399-0500
Registration of Mobile Home Dealer's Salesperson(s)

Adding a Salesperson Deleting a Salesperson Change of Residential Address

Mobile Home Dealer Information:

Dealer's Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Dealer License Number: _____

Salesperson Information:

Salesperson's Name: _____

Date of Birth: _____
(Include month, day, and year)

Driver License Number: _____

Residence Address: _____
(Post office box may not be used in lieu of physical residence address)

City: _____ State: _____ Zip Code: _____

Home Telephone Number: _____

Date of Hire: _____

Salesperson Information Being Deleted:

Salesperson's Name: _____

Driver License Number: _____

Residence Address: _____

City: _____ State: _____ Zip Code: _____

Home Telephone Number: _____

Date of Termination/Separation: _____
(Include month, day, and year)

DMS USE ONLY

License Number

Dealer FRVIS
Customer Number

Date Received in
the Regional Office

Date Completed in
the Regional Office

Salesperson's
FRVIS Customer
Number

“Under penalty of perjury, I do swear or affirm that all the information contained in this application is true and correct.”

Signature of Principal/Officer

Typed Name and Title

Date

Exhibit 27
STATE OF FLORIDA
DEPARTMENT OF HIGHWAY SAFETY AND MOTOR VEHICLES
DIVISION OF MOTORIST SERVICES
MANUFACTURED HOUSING SECTION
NEIL KIRKMAN BUILDING, TALLAHASSEE 32399-0640

No. 44287

NOTICE OF VIOLATION OR NON-COMPLIANCE

 FLORIDA LICENSE

DEALER _____ WARNING _____ DATE _____
 ST. OR P.O. _____ SEAL/LABEL _____
 CITY _____ I.D. _____
 MFG. _____ YEAR & MAKE _____
 ST. OR P.O. _____ MOBILE HOME _____
 (Length & Width)
 CITY _____ RECREATIONAL VEHICLE _____
 (Type)

LIST OF VIOLATIONS _____

The undersigned representative for the above named licensee hereby acknowledges that the unit or units described above are not in compliance with Sections 320.822, 320.864, Florida Statutes and/or Federal Mobile Home Construction and Safety Standards and Regulations; and understands that said mobile home or recreational vehicle cannot be sold or offered for sale and that if the appropriate standards code seal or label is affixed to said unit, such seal or label is not valid until unit is brought into compliance. Only an authorized representative of the Division of Motorist Services may release these units and any person removing or selling units described in this report before being released are subject to the penalties as prescribed in Florida Statutes and/or HUD. (If these units have been red tagged, only an authorized representative of the Division of Motorist Services may remove this tag.)

FOR REINSPECTION CONTACT INSPECTOR
 AT _____
 TELEPHONE _____

 INSPECTOR

 DEALER/MFG. REPRESENTATIVE

HSMV-81087 (Rev. 01/11)

Name and address of facility where component or product is to be tested:

_____ State ____ Zip Code _____

Telephone Number of Facility:

Work _____ Cell _____

Please attach a copy of Florida Registration of the Project Engineer:

Authorized Agent Signature

Send This Application To:

Installer Licensing Program
Manufactured Housing Section
NET PARK, Suite 2228
5701 East Hillsborough Avenue
Tampa, Florida 33610
Telephone: (813) 612-7150

DHSMV USE ONLY

Approved _____ Rejected _____ Date _____

Reason: _____

Program Manager Signature



Exhibit 30
STATE OF FLORIDA
DEPARTMENT OF HIGHWAY SAFETY AND MOTOR VEHICLES
DIVISION OF MOTORIST SERVICES
2900 APALACHEE PARKWAY
NEIL KIRKMAN BUILDING, MS 66
TALLAHASSEE, FLORIDA 32399
850/617-3004

MOBILE HOME DEALER/INSTALLER LICENSE APPLICATION

Pursuant to section 320.8249, Florida Statutes, I hereby make application for a license to install new and/or used manufactured/mobile homes.

Original
 Renewal
 Change of Mailing Address

DMS USE ONLY

PRINT/TYPE

DH License #: _____

Business Name: _____

Mailing Address: _____

Business Phone Number

 City County State Zip Code

Physical Address (if different from above): _____

E-Mail Address: _____

Name of Class & Exam Attendant: _____

Attendant Drive License #: _____ Date of Birth: _____

Original Application: \$200.00 for Application and License Fees
 (If license is denied for any reason \$150 license fee will be refunded to applicant.)

Renewal Application: \$150.00 for License Fee received by October 1.
 (After October 1, additional \$50.00 late fee charged.)

Change of Address: No Fee

License Number

Date Issued

Bond

Insurance

Taken Class

Passed Exam

Approved/Denied Initials _____

Application Fee

Date Received

License Fee

Date Received

I hereby certify by my signature that I have not been convicted or found guilty of, or enter a plea of nolo contendere to, regardless of adjudication, a crime in any jurisdiction which directly relates to the practice of mobile home installation or the ability to practice. That information I have provided in this application is true and correct. I agree to abide by all laws of Florida, including Chapter 320, Florida Statutes and all applicable rules, policies and procedures of the Department of Highway Safety and Motor Vehicles.

I understand that any false information provided on this form and/or any violations of Florida Statute 320.8249 may result in disciplinary penalties imposed by the department. I further understand that I must meet all zoning, permitting and occupational license requirements that may be mandated by city or county ordinances.

Signature (Officer of Dealership)

Date

Exhibit 31

STATE OF FLORIDA
SAFETY AND MOTOR VEHICLES
DIVISION OF MOTORIST SERVICES
2900 APALACHEE PARKWAY
ROOM B-152, Mail Stop #66
TALLAHASSEE, FLORIDA 32399-0640



PERFORMANCE BOND
MOBILE HOME INSTALLER

Bond No. _____

KNOW ALL MEN BY THESE PRESENTS:

That we _____ as principal and _____ a surety company qualified to do business in the State of Florida, as a surety are held and firmly bound unto the duty appointed and qualified Director of the Division of Motorist Services of the State of Florida, Department of Highway Safety and Motor Vehicles, and the successors in office of said Director in the penal sum of Five Thousand Dollars, for the payment whereof well and truly to be made, we do hereby jointly and severally bind ourselves, our heirs, legal representatives, successors and assigns, firmly by these presents.

Signed and sealed this _____ day of _____, 20 ____

The condition of the above obligation is such that:

WHEREAS, the above named principal has made to the obligee hereunder application for a license, under Section 320.8249, Florida Statutes, to engage in the business of mobile home installation, and

WHEREAS, the above named principal is required as a condition precedent to this appointment as such installer to deliver annually to the obligee hereto a good and sufficient surety bond for the license period conditioned upon proper performance of mobile home installation and weather sealing duties.

WHEREAS, such bond shall be in favor of any person who shall suffer any loss as a result of any violation of the conditions hereinabove contained.

NOW THEREFORE, if the above named principal shall properly perform all mobile home installation and weather sealing duties undertaken, and such installer shall pay or cause to be paid to any person any loss or damages which such person shall sustain as a result of any failure to comply with the conditions set forth herein, then this obligation shall be void, otherwise to remain in full force and effect.

This bond becomes effective as of _____, 20 ____ , in support of a license issued for the term ending _____, 20 ____ ,and may be continued by certificate each year in support of any license issued for any subsequent year.

Provided, however, that the aggregate liability of the surety hereunder shall in no event, in any one (1) year, exceed the sum of the bond.

Provided, further, the surety shall have the right to terminate its liability hereunder by serving written notice of its election so to do, by United States registered mail, upon the obligee, and thereupon the surety shall be discharged from any liability hereunder for any default of the principal, after the expiration of thirty (30) days from and after service of such notice.

The premium anniversary date on this bond shall be the first day of October 20 ____ .

SIGNATURE OF MOBILE HOME INSTALLER (PRINCIPAL)

SIGNATURE OF ATTORNEY-IN-FACT (SURETY)

TYPED NAME OF MOBILE HOME INSTALLER

TYPED NAME OF ATTORNEY-IN-FACT (SURETY)

NAME OF SURETY BOND COMPANY

COMPANY NAME OF SURETY AGENT

ADDRESS OF SURETY BOND COMPANY

ADDRESS OF SURETY AGENT

CITY/STATE/ZIP CODE

CITY/STATE/ZIP CODE

TELEPHONE NUMBER

TELEPHONE NUMBER



**DEPARTMENT OF HIGHWAY AND MOTOR VEHICLES
DIVISION OF MOTORIST SERVICES
MANUFACTURED HOUSING SECTION**

**EXAM REGISTRATION FORM
FOR FLORIDA'S INSTALLATION OF MANUFACTURED HOMES**

Applicant Information

Last Name	First Name	Middle Initial	Drivers License Number
Street Address (including Apt. number)			
City		State	ZIP Code
Daytime Phone Number (including area code) ()		Evening Phone Number (including area code) ()	

EXAM TITLE	FEE
Manufactured Home Set-Up and Tie-down Exam	\$ 100.00

Payment: Fee may be paid by personal check, certified check, cashier's check or money order.

Exam Date	Location

By signing and submitting this form, I certify that I am the candidate named above and I agree to comply with all examination rules and regulations. I understand failure of the exam will require another \$100.00 registration fee to retake the exam.

Note: Cell phones, cameras, video recorders, etc will not be allowed in the examination room. Possession of any such device may disqualify your test and your ability to retake the exam.

Applicant Signature: _____ Date: _____

for office use only - do not write below this line

Date received _____ Amount Received: _____

Authorized Signature _____

Exhibit 33



DEPARTMENT OF HIGHWAY AND MOTOR VEHICLES

DIVISION OF MOTORIST SERVICES

MANUFACTURED HOUSING SECTION

EXAM SCORE

FOR FLORIDA'S INSTALLATION OF MANUFACTURED HOMES

Candidate Information

Last Name	First Name	Middle Initial
Street Address (including Apt. number)		
City	State	ZIP Code

Exam Date	Exam Location

EXAM RESULTS

Circle One

Pass

Fail

Score by percentage _____

Strength and weakness report		
Area of study	Number of questions	Number correctly answered
OSHA Regulations		
Rules, Regulations, Statutes		
Placement of Home		
Site Preparation		
Footings and Foundations		
Anchor and Tie-downs		
Connections at Marriage Wall		
Connections of Utilities		
Skirting and Ventilation		

NOTE: If you received a failing score, the table above will show you where you need to concentrate your study efforts before retaking the exam.

Certified by Installer Section Supervisor

Florida Mobile/Manufactured Home Installation Decal Form

License Number: IH / 1025307 / 1 Name: Joseph M. Smedley			
Order #: 00123	Label #: 00527	Manufacturer:	(Check Size of Home) Single _____ Double _____ Triple _____ HUD Label #: Soil Bearing / PSF: Torque Probe / in-lbs: Permit #:
Homeowner:		Year Model:	
Address:		Length & Width	
City/State/Zip:		Type Longitudinal System:	
Phone #:		Type Lateral Arm System:	
Date Installed:		New Home _____ Used Home _____	
Installed Wind Zone:		Data Plate Wind Zone:	
Note:			



**STATE OF FLORIDA
INSTALLATION CERTIFICATION LABEL**

_____ 00527 LABEL #	_____ DATE OF INSTALLATION
_____ Joseph M. Smedley NAME	
_____ IH 1025307 LICENSE #	_____ 00123 ORDER #

**CERTIFIES THAT THE INSTALLATION OF THIS MOBILE HOME
IS IN ACCORDANCE WITH FLORIDA STATUTES 320.8249,
320.8325 AND RULES OF THE DEPARTMENT OF HIGHWAY
SAFETY AND MOTOR VEHICLES**

INSTRUCTIONS
<p>PLEASE WRITE DATE OF INSTALLATION AND AFFIX LABEL NEXT TO HUD LABEL. USE PERMANENT INK PEN OR MARKER ONLY. COMPLETE INFORMATION ABOVE AND KEEP ON FILE FOR A MINIMUM OF 2 YEARS. YOU ARE REQUIRED TO PROVIDE COPIES WHEN REQUESTED.</p>

Color: Light Green

Exhibit 36

DATE _____

MOBILE HOME INSTALLATION DECAL ORDER FORM

TO: DEPARTMENT OF HIGHWAY SAFETY AND MOTOR VEHICLES
DIVISION OF MOTORIST SERVICES
2900 APALACHEE PARKWAY, MAIL STOP 66
TALLAHASSEE, FLORIDA 32399-0640

APPLICATION IS HEREBY MADE FOR: Fee of \$ _____ is Enclosed

_____ # Mobile Home Installation Decals \$10.00
(minimum of five) Please make check payable to DHSMV

NAME _____

ADDRESS _____

CITY/STATE _____

PHONE # _____

INSTALLER LICENSE # (DIH OR IH) _____

DEALER/MANUFACTURER LICENSE # (DH OR MH) _____

I hereby certify that these decals will be applied as required in section 320.8249
Florida Statutes, and understand these decals are non-transferable.

1st SIGNATURE _____
Licensed Mobile Home Dealer, Installer or Manufacturer

2nd SIGNATURE _____
Who Attended the 8-hour Training Class & Passed Exam
(Only required if different from 1st Signature)

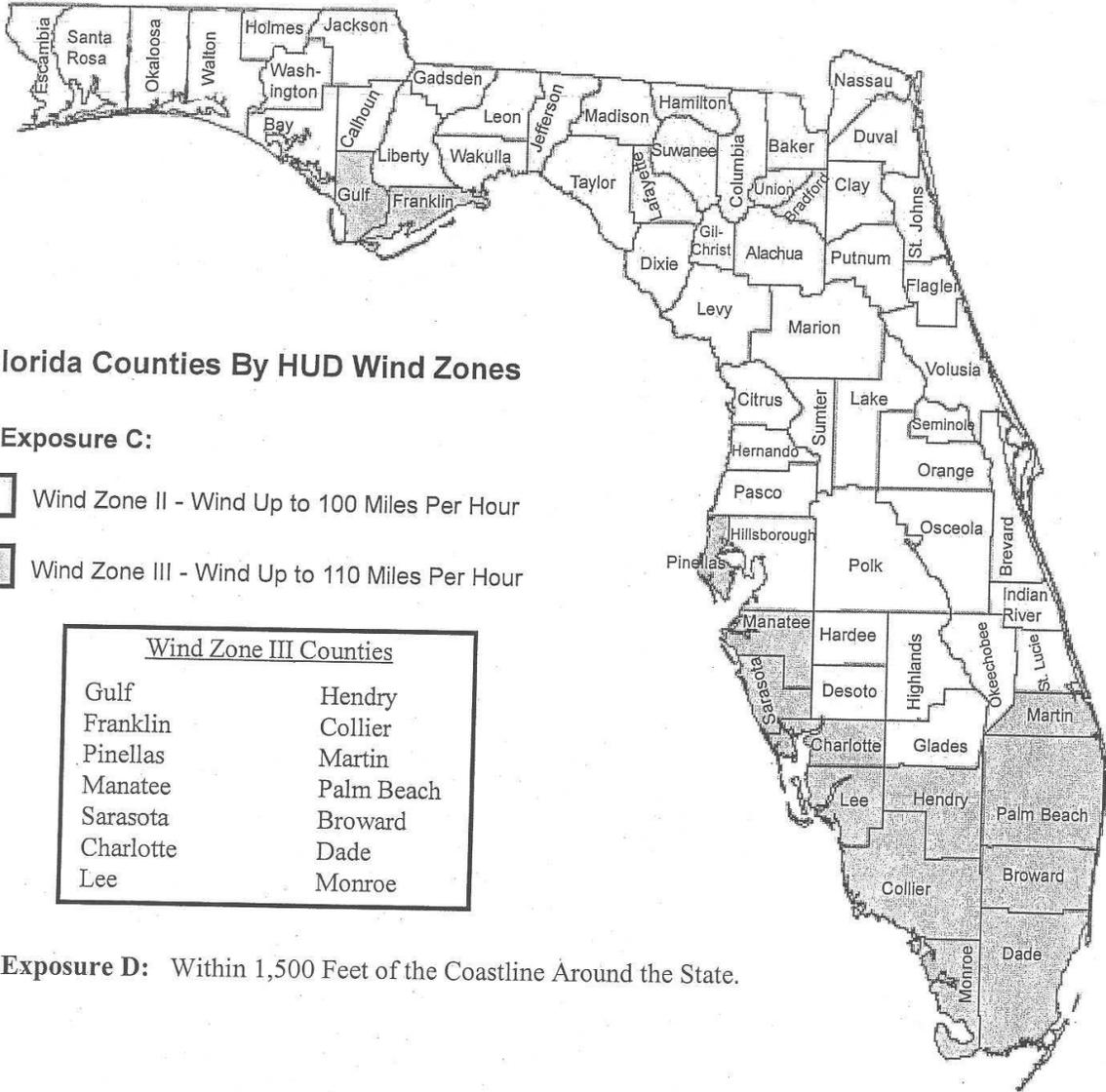
DMS USE ONLY

NUMBER _____ THROUGH _____

ASSIGNED BY _____ DATE _____

DO NOT SEPARATE ORIGINAL AND COPY

Exhibit 37



Florida Counties By HUD Wind Zones

Exposure C:

- Wind Zone II - Wind Up to 100 Miles Per Hour
- Wind Zone III - Wind Up to 110 Miles Per Hour

<u>Wind Zone III Counties</u>	
Gulf	Hendry
Franklin	Collier
Pinellas	Martin
Manatee	Palm Beach
Sarasota	Broward
Charlotte	Dade
Lee	Monroe

Exposure D: Within 1,500 Feet of the Coastline Around the State.

Exhibit 38: BMVFO Form
DIVISION OF MOTORIST SERVICES
COMPLAINT AFFIDAVIT



FOR OFFICIAL USE ONLY

<p align="center">TYPE OF COMPLAINT</p> <input type="checkbox"/> Motor Vehicle Dealer <input type="checkbox"/> Mobile Home Dealer <input type="checkbox"/> Mobile Home Manufacturer <input type="checkbox"/> RV Dealer/Manufacturer <input type="checkbox"/> Odometer Fraud <input type="checkbox"/> Other	Date Opened _____ Date Closed _____ Closing Code _____ Complaint # _____ Investigator _____
--	--

COMPLAINANT INFORMATION

Name: _____

Address: _____

City/County/State/Zip Code: _____

Home Telephone Number: _____ Work Telephone Number: _____

E-Mail Address: _____ FAX Number: _____

Date of Birth: _____ Driver License Number: _____

DEALERSHIP INFORMATION

Dealership Name: _____

Address: _____

City/County/State/Zip Code: _____

E-Mail Address: _____ FAX Number: _____

Dealer License Number (if known): _____

Owner's Name (if known): _____

Home Telephone Number: _____ Work Telephone Number: _____

VEHICLE/MOBILE HOME/INSPECTION INFORMATION

Make/Model/Year: _____ Date Purchased: _____

Vehicle Identification Number: _____ Tag Number: _____

MOBILE HOME, RECREATIONAL VEHICLE, OR PARK TRAILER INFORMATION

(Complete this section only if a mobile home, recreational vehicle or park trailer is involved in your complaint)

Name of Manufacturer: _____

Manufacturer's Address: _____

City/County/State/Zip Code: _____

HUD Label (red/silver metal tag on rear of unit): _____

Florida Seal Number if unit is a recreational vehicle or park trailer (by HUD Label or front): _____

**Exhibit 39: MHS Form
MH/RV COMPLAINT REGISTRATION**

(Please type or print)

Filed By: _____

Date of Purchase: _____

Address: _____

Date of Delivery: _____

MH: RV: NEW: USED

Mailing Address: _____

(CHECK ONE)

(CHECK ONE)

(If different from above) _____

Current License Decal #: _____

County of Residence: _____

Serial #: _____

Phone #: _____

(Home)

(Work)

HUD Label #: _____

(Red/Silver metal tag on rear of unit)

Installer Name: _____

Has County passed final inspection and/or issued a Certificate of Occupancy? YES / NO

Installer License #: _____

(Circle One)

Date Installed: _____ Label #: _____

DEALER INFORMATION

MANUFACTURER INFORMATION

(Name of Dealer)

(Name of Manufacturer)

(Address of Dealer)

(Address of Manufacturer)

(City / State / Zip)

(City / State / Zip)

(Telephone Number)

(Telephone Number)

Have you contacted the Dealer in writing concerning your problems?
Yes / No Please Give Dates and Persons Contacted. _____

Have you contacted the Manufacturer in writing concerning your problems? Yes / No . Please give dates and persons Contacted: _____

NATURE OF COMPLAINT

NOTE: If there are contractual problems, please attach copies of all supporting documents, including purchase agreement, contract, etc.

(Use reverse side of this form if additional space is needed)

If your home is not located in a park, please provide directions to your home from a major highway in your area

**MAIL TO: Manufactured Housing Section
5701 E. Hillsborough Avenue
Net Park, Suite 2228
Tampa, Florida 33610**

Ph: 813/740-4298 Fax: 813/740-4311

Please allow 2 to 4 weeks processing time, depending on office Workload, for a response to your complaint.

(Signature of Complainant)

(Date Signed)

OFFICE USE ONLY

TBR NJ
SPI R

(Inspector)

HSMV-81095 (Rev. 01/11)

Directions to the Mobile Home

Location: Directions must start from a known specific point so that the compliance examiner may proceed directly to the location of your home.

In the space below, draw a sketch using highway and road numbers, names and other landmarks or point of location indicating exactly how to find this property

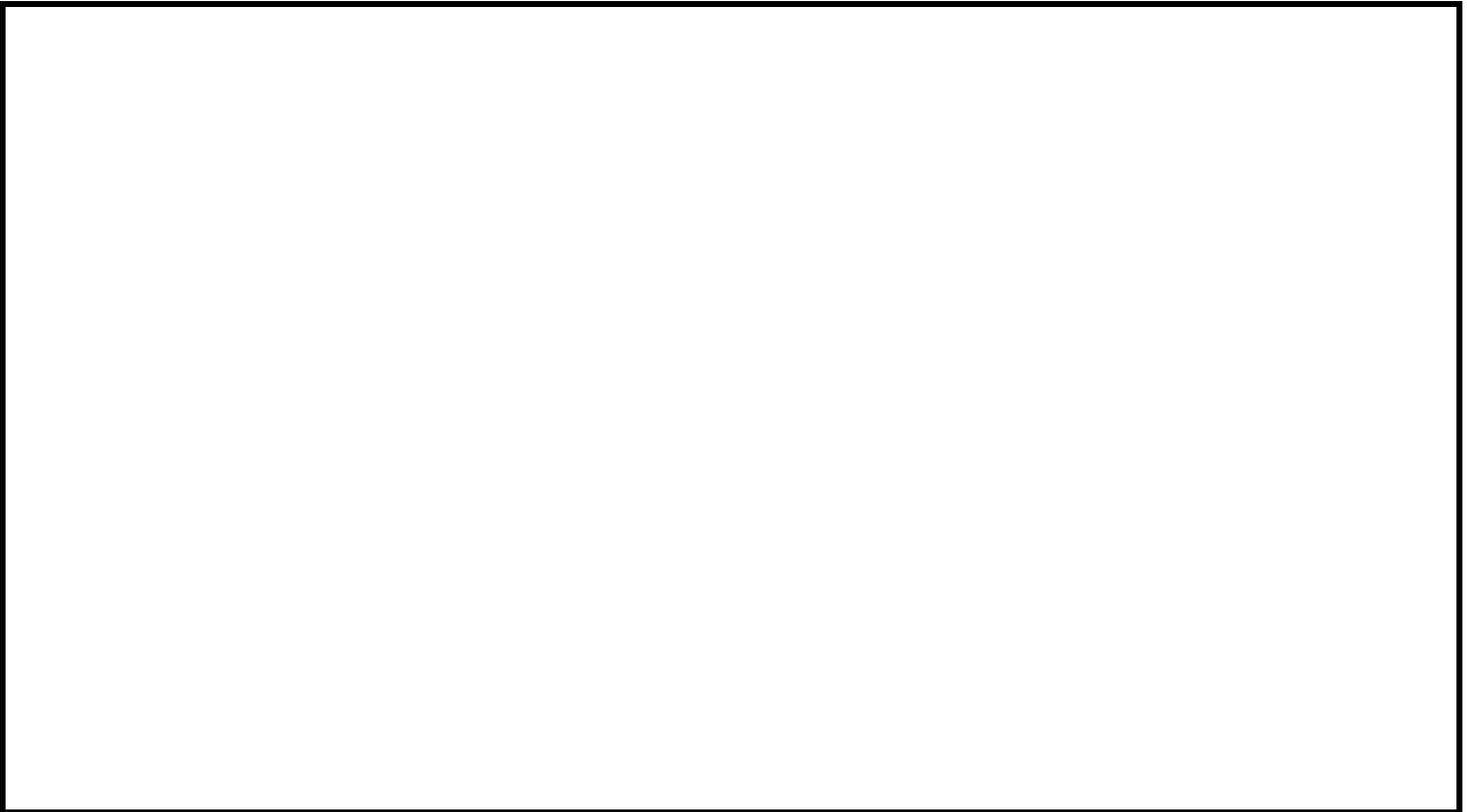


Exhibit 40: MHS Complaint Assignments

MOBILE/MANUFACTURED HOME COMPLAINT ASSIGNMENTS

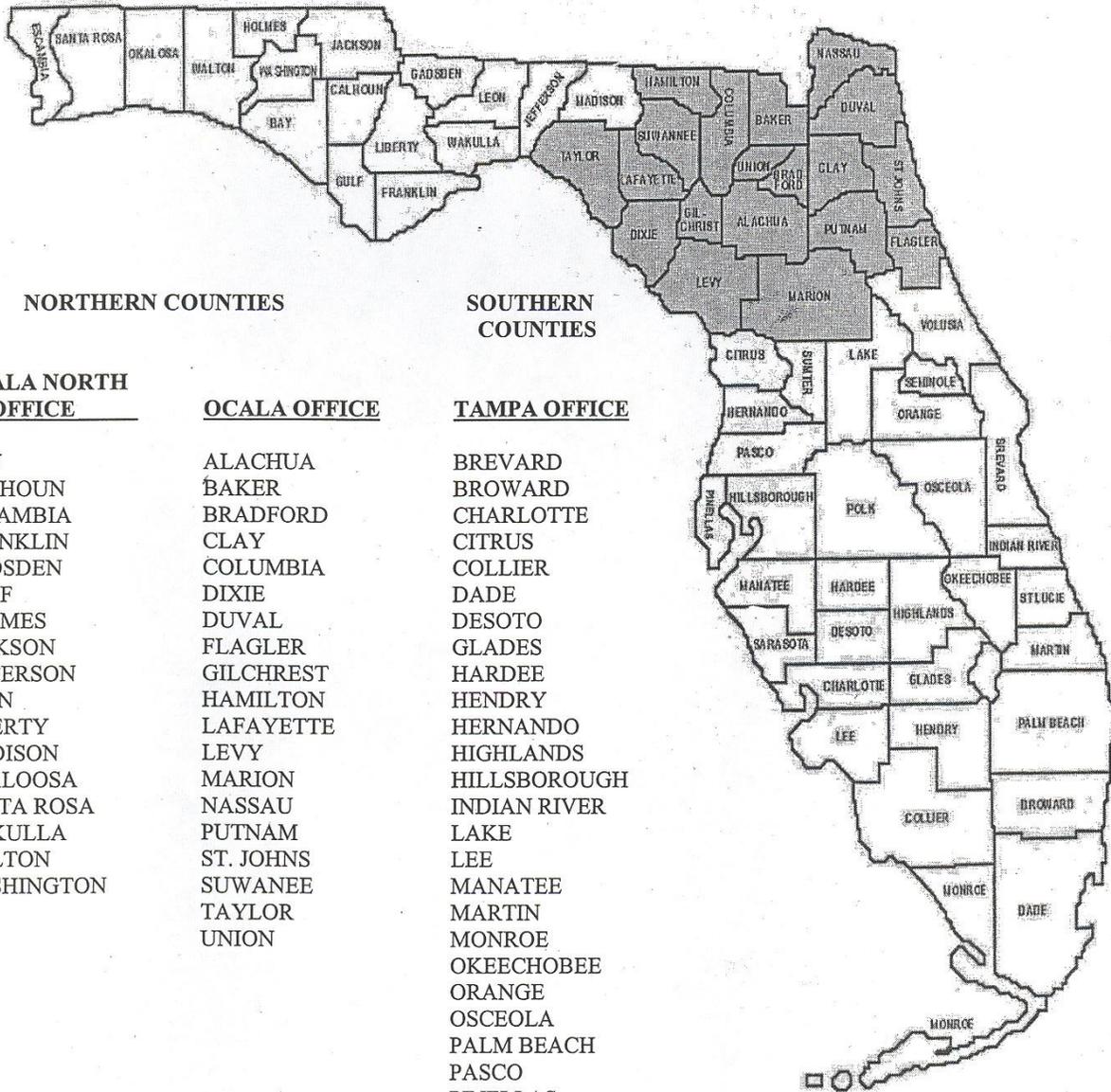




Exhibit 41: BMVFO Form
DEPARTMENT OF HIGHWAY SAFETY AND MOTOR VEHICLES
DIVISION OF MOTORIST SERVICES
Bureau of Motor Vehicle Field Operations
INVESTIGATIVE REPORT

COMPLAINANT INFORMATION

Date Complaint Received: _____ Control Number: _____ Office Region: _____

Complainant: _____

Address: _____

City/State/Zip Code: _____

Home Telephone: _____ Work Telephone: _____

Comments: _____

DEALER INFORMATION

Licensee/Dealer: _____

Address: _____

City/State/Zip Code: _____

Home Telephone: _____ Work Telephone: _____

INVESTIGATION INFORMATION

Date Received by Investigator: _____ Date Investigation Completed: _____

Date of Report: _____

Model Year: _____ Make of Vehicle: _____

Date of Purchase: _____ Vehicle Identification Number: _____

Violation(s): Cite correct statute with a brief description: _____

**Exhibit 42: MHS Form
INVESTIGATION REPORT**

MANUFACTURER _____
 ST. OR P. O. _____
 CITY/STATE/ZIP _____
 PHONE # _____
 LICENSE # _____

COMPLAINANT _____
 ST. OR P.O. _____
 CITY/STATE/ZIP _____
 PHONE # _____
 YEAR _____
 MAKE _____
 DATE PURCHASED _____
 I.D. NUMBER _____
 SEAL/LABEL # _____
 DATE OF MFG. _____
 DAPIA _____
 MH/PT/RV _____
 CURRENT TAG # _____

DEALER _____
 ST. OR P.O. _____
 CITY/STATE/ZIP _____
 PHONE # _____
 LICENSE # _____

INSTALLER _____
 LICENSE # _____

INSTALLATION DATE _____
 INSTALLER LABEL # _____

COMPUTER CODES	MANUFACTURER VIOLATIONS

MILES _____
 HOURS _____
 CLOSE OUT DATE _____

INVESTIGATED BY: _____
 INVESTIGATION DATE: _____



STATE OF FLORIDA
DEPARTMENT OF HIGHWAY SAFETY AND MOTOR VEHICLES
DIVISION OF MOTORIST SERVICES

APPLICATION AND CLAIM
TO RECOVER COMPENSATION FROM THE MOBILE HOME AND
RECREATIONAL VEHICLE TRUST FUND

INSTRUCTIONS: Type or legibly print all information, except signatures. In order to process this application, all questions, including the sworn statement, must be properly completed. Please complete the appropriate form for either Unsatisfied Judgment or Bankruptcy. All documents supporting the claim must be submitted with the application in order to properly access the claim for approval or disapproval. The completed application and supporting documents are to be forwarded to:

Claims Administrator
Division of Motorist Services
2900 Apalachee Parkway, MS-61
Tallahassee, Florida 32399

Pursuant to section 320.781, Florida Statutes, I hereby make application and submit the required documentation, under oath, for compensation of an unsatisfied judgment or unsatisfied claim against a mobile home or recreational vehicle dealer or broker and/or surety. The maximum claim that can be paid under the trust fund is \$25,000.

Name of Claimant

Residence address

City, State and Zip Code

()

Business telephone number

Date signed

()

Home telephone number

Social Security number of Claimant

Signature of Claimant

DESCRIPTION OF UNIT

Note: If the transaction resulting in this claim arose out of a consignment sale rather than a purchase, use the date of the consignment transaction.

Date of purchase/consignment

Unit/Vehicle Identification Number (VIN)

Make of unit

Model/Year of unit

Color of unit

DEALER/BROKER INFORMATION

Dealer/Broker Name

License Number

Address of Dealer/Broker

City, State and Zip Code

SURETY COMPANY INFORMATION

Note: Be sure that the named surety bond was the correct bond in effect at the time of the transaction, which is the subject of this claim.

Name of Surety Company

Surety Number

Address of Dealer/Broker

City, State and Zip Code

UNSATISFIED JUDGMENT

If your application for claim is based on an unsatisfied final judgment against a mobile home or recreational vehicle dealer or broker or its surety jointly **and** severally, or against the mobile home dealer or broker only, where the court found that the surety was not liable due to prior payment of valid claims against the bond in an amount equal to, or greater than, the face amount of the applicable bond; **or**, if your claim is based on an unsatisfied judgment against the surety of the mobile home or recreational vehicle dealer or broker, the following documentation **must** accompany this application.

- _____ 1. A copy of the judgment. Does the judgment contain?:
 - _____ a. a list of damages,
 - _____ b. a determination of the liability of the surety company,
 - _____ c. costs,
 - _____ d. attorney fees.
- _____ 2. Evidence that Judgment or Lien has been recorded with the clerk's office.
- _____ 3. A copy of the purchase agreement or consignment agreement for the vehicle.
- _____ 4. Documentation that substantiates the judgment against the dealer/broker is unsatisfied.
- _____ 5. Documentation of the amount or value of recovery made thus far against the liable party.
- _____ 6. An attestation to the amount that may be realized from the sale or assets of the liable party.
- _____ 7. Certificate, statement, or document that claimant has made a good faith effort to collect from the judgment. (Attach additional sheet if necessary)
- _____ 8. An assignment by claimant or rights, title or interest in the unsatisfied judgment and judgment lien to the Department of Highway Safety and Motor Vehicles. **Assignment of Judgment**, HSMV 84027, has been executed and is attached.

Note: Claims containing incomplete documentation cannot be processed until the required documentation has been submitted. Please include any additional information that may be of assistance to this office in successfully processing your claim.

STATEMENT UNDER OATH

I hereby swear or affirm that the information and documentation submitted as part of this application are true and correct and are provided as requested without reservation.

Date Signed

Signature

Printed or Typed Name of Claimant

Sworn to or affirmed and subscribed
before me this _____ day
of _____, _____

NOTARY PUBLIC
State of Florida at Large

My Commission Expires: _____

Personally Known _____

Produced Identification _____



ASSIGNMENT OF JUDGMENT

For value received as required by section 320.781(7), Florida Statutes, I _____, of _____, Florida assign and transfer to the State of Florida, Department of Highway Safety and Motor Vehicles, Mobile Home and Recreational Vehicle Protection Trust Fund, located at 2900 Apalachee Parkway, MS-60, Tallahassee, Florida 32399-0600, as assignee, that judgment recovered by me in my suit on _____, against _____, in the case entitled _____ v. _____ in the _____, Court of _____, State of Florida, for the sum of _____ Dollars (\$ _____) with interest at the rate of _____ percent (_____ %) from _____ and costs in the sum of _____ Dollars (\$ _____). A transcript of the judgment is attached to this assignment.

This assignment is without recourse, and I do not guarantee recovery of the judgment hereby assigned. However, I do agree that I will not release or discharge this judgment, and that in the event any payment under this judgment is made to me, I will promptly transmit such payment to assignee.

I appoint assignee my attorney in fact with power to demand and receive satisfaction of the judgment, and, in my name, but at assignee's expense, to take all lawful means for recovery of the sum due, and on payment to acknowledge satisfaction or discharge the judgment.

Dated _____

Signature

Sworn to or affirmed and subscribed
Before me this _____ day
of _____, _____

NOTARY PUBLIC
State of Florida at Large

My Commission Expires: _____

Personally Known _____

Produced Identification _____



ASSIGNMENT OF CLAIM/SUIT

For value received as required by section 320.781(7), Florida Statutes, I _____, of _____

Florida, assign and transfer to the State of Florida, Department of Highway Safety and Motor Vehicles, Mobile Home and Recreational Vehicle Protection Trust Fund, located at 2900 Apalachee Parkway, MS-60, Tallahassee, Florida 32399-0600, as assignee, that claim initiated by me in my suit on _____, against _____, in the case entitled _____ v. _____ in the _____ Federal Bankruptcy Court of _____, District of Florida, for the sum of _____ Dollars (\$_____). A copy of my claim is attached to this assignment.

This assignment is without recourse, and I do not guarantee recovery of this claim hereby assigned. However, I do agree that I will not release or discharge this claim, and that in the event any payment is made to me in response to this suit or claim, I will promptly transmit such payment to assignee.

I appoint my attorney in fact with power to demand and receive satisfaction of the claim, and, in my name, but at assignee's expense, to take all lawful means for recovery of the sum due, and on payment to acknowledge satisfaction or discharge the claim or suit.

Dated _____

Signature

Sworn to or affirmed and subscribed before me this _____ day of _____, _____

NOTARY PUBLIC
State of Florida at Large

Personally Known _____

My Commission Expires _____

Produced Identification _____

Exhibit 46

INSTALLER PROGRAM COMMUNITY ASSISTANCE CONSULTANTS

H. Wayne Jordan, Program Manager

Manufactured Housing Section – Installer Program
Bureau of Motor Vehicle Field Operations
NET PARK, Suite 2228
5701 East Hillsborough Avenue
Tampa, Florida 33610
Office Phone: (813) 612-7150
Cell Phone: (813) 215-3966
Fax: (813) 740-4311
E-Mail: Jordan.Wayne@hsmv.state.fl.us

Leonard L. Bell, Community Assistance Consultant

Manufactured Housing Section – Installer Program
Bureau of Motor Vehicle Field Operations
Office Phone: (850) 617-2873
Cell Phone: (850) 294-1686
Fax: (850) 488-7053
E-Mail: LeonardBell@hsmv.state.fl.gov

Counties for which responsible: Baker, Bay, Calhoun, Columbia, Dixie, Escambia, Franklin, Gadsden, Gilchrist, Gulf, Hamilton, Holmes, Jackson, Jefferson, Lafayette, Leon, Liberty, Madison, Okaloosa, Santa Rosa, Suwannee, Taylor, Union, Wakulla, Walton, and Washington

Richard Longbrake, Community Assistance Consultant

Manufactured Housing Section – Installer Program
Bureau of Motor Vehicle Field Operations
Cell Phone: (863) 393-8786
E-Mail: RickLongbreak@flhsmv.gov

Counties for which responsible: Charlotte, Citrus, Collier, Dade, DeSoto, Glades, Hardee, Hendry, Hernando, Highlands, Hillsborough, Lee, Levy, Manatee, Monroe, Pasco, Pinellas, Polk, Sarasota, and Sumter

John O. Priestester, Community Assistance Consultant

Manufactured Housing Section – Installer Program
Bureau of Motor Vehicle Field Operations
Cell Phone: (407) 488-0243
E-Mail: JohnPriester@flhsmv.gov

Counties for which responsible: Alachua, Bradford, Brevard, Broward, Clay, Duval, Flagler, Indian River, Lake, Marion, Martin, Nassau, Okeechobee, Orange, Osceola, Palm Beach, Putnam, Seminole, St. Johns, St. Lucie, and Volusia

Investigative Report

Date of Investigation: _____

County _____

Name of those in attendance: _____

Installer: Ph: _____ Home Owner: Ph: _____

License Number: _____		<u>Mobile Home Description</u>	
Permit Number: _____	MFG: _____	single	_____
Soil bearing claimed _____	L X W _____	double	_____
Soil bearing actual _____	HUD # _____	triple	_____
Probe test claimed _____	VIN # _____	new	_____
Probe test actual _____	Decal # _____	used	_____
Type LSD/Lateral _____	Date Installed _____	W.Z.	_____
Anchor mfg. & length _____	Date of manufacture or year model _____		
Pier Spacing claimed _____	Pad Size claimed _____		
Pier Spacing actual _____	Pad Size actual _____		
Sidewall tie spacing _____	CL pad size claimed _____		
Shearwall anchors _____	CL pad size actual _____		
Installer called for inspections _____			

List the widths of center line opening: _____

Describe why this investigation took place: _____

Notes: _____

Violations: _____

Exhibit 48
EXAMPLE ADMINISTRATIVE COMPLAINT

STATE OF FLORIDA
DEPARTMENT OF HIGHWAY SAFETY AND MOTOR VEHICLES
DIVISION OF MOTORIST SERVICES

**DEPARTMENT OF HIGHWAY SAFETY
AND MOTOR VEHICLES, DIVISION
OF MOTORIST SERVICES,**

Petitioner,

Case No.: DMS 06-XXXX
License No.: DH-XXXXXXX

v.

**XXXXXXXX XXXXXXXX., INC., D/B/A
XXXXXXXXXXXX MOBILE HOME SALES,**

Respondent.

ADMINISTRATIVE COMPLAINT

Petitioner, the Department of Highway Safety and Motor Vehicles, Division of Motorist Services, files this Administrative Complaint against XXXXXXX XXXXXXX, Inc. d/b/a XXXXXXXXXXXXXXX Mobile Home Sales, Respondent, and alleges:

1. Petitioner is the state agency charged with regulating the business of buying, selling, or dealing in mobile homes or offering or displaying mobile homes for sale, pursuant to section 20.24 and chapter 320, Florida Statutes.
2. Respondent is, and has been at all times material hereto, a licensed mobile home dealer in the State of Florida, having been issued license number DH-XXXXXXX, based upon the application identifying Xxxxxxx X. Xxxxxxx, Jr., as President. The address of record is XXX XXXXXXXX Lane, Lake City, Florida 32024.

COUNT ONE

3. Petitioner realleges and incorporates as if fully stated herein the allegations contained in the paragraphs above.

4. Section 319.23(6), Florida Statutes provides that in the case of the sale of a mobile home by a licensed dealer to a general purchaser, the dealer, upon application signed by the purchaser, shall file the application for certificate of title within 30 days from the delivery of the mobile home to the purchaser.

5. On or about March 23, 2005, Xxxxxx X. Xxxxxxx purchased a 2005 Jacobsen mobile home, VIN JACFL2517A/B, from Respondent.

6. Xxxxxxx X. Xxxxxxx signed the Bill of Sale and Respondent delivered the 2005 CHNC HS mobile home, VIN JACFL2517A/B, to Mr. Xxxxxx on or about November 5, 2005.

7. Respondent failed to file the application for certificate of title by December 5, 2005, or within 30 days of November 5, 2005.

8. Respondent did not file for certificate of title for the 2005 Jacobsen mobile home, VIN JACFL2517A/B, until March 31, 2006, which was 156 days from the date of delivery of the mobile home.

9. Based on the foregoing, Respondent violated section 320.27(9)(b)6, Florida Statutes, through a violation of section 319.23(6), Florida Statutes, by failing to timely file an application for certificate of title to a mobile home.

COUNT TWO

10. Petitioner realleges and incorporates as if fully stated herein the allegations contained in paragraphs one and two, above.

11. Section 320.27(9)(b)5, Florida Statutes, states that the Department may deny suspend, or revoke any license issued for failure of any motor vehicle or mobile home dealer to comply with the terms of any bona fide written, executed agreement, pursuant to the sale of a motor vehicle or mobile home.

12. In or around February 2005, XXXXXX and XXXXXX XXXXXX contracted with Respondent to purchase 2005 CHNC mobile home, VIN JACFL26756A/B. The contract indicated that metal studs were to be installed.

13. The mobile home was delivered in or around March 2006, and the metal studs were not installed.

14. As of the signing of this Administrative Complaint the metal studs have not been installed.

15. Based on the foregoing, Respondent violated section 320.27(9)(b)5, Florida Statutes, by failing to comply with the terms of any bona fide written, executed agreement, pursuant to the sale of a motor vehicle or mobile home.

COUNT THREE

16. Petitioner realleges and incorporates as if fully stated herein the allegations contained in paragraphs one and two, above.

17. Section 320.27(9)(b)5, Florida Statutes, states that the Department may deny suspend, or revoke any license issued for failure of any motor vehicle or mobile home dealer to comply with the terms of any bona fide written, executed agreement, pursuant to the sale of a motor vehicle or mobile home.

18. On or about May 15, 2006, XXXXXX XXXXXXXX and XXXXX X. XXXXXXXXX contracted with Respondent to purchase a 2006 CHNC mobile home, Serial Number 27678. The contract indicated that two fans would be installed on the porch.

19. The mobile home was delivered on or about June 16, 2006, and the fans were not installed.

20. As of the signing of this Administrative Complaint the fans have not been installed.

21. Based on the foregoing, Respondent violated section 320.27(9)(b)5, Florida Statutes, by failing to comply with the terms of any bona fide written, executed agreement, pursuant to the sale of a motor vehicle or mobile home.

COUNT FOUR

22. Petitioner realleges and incorporates as if fully stated herein the allegations contained in paragraphs one and two, above.

23. Section 319.23(6), Florida Statutes provides that in the case of the sale of a mobile home by a licensed dealer to a general purchaser, the dealer, upon application signed by the purchaser, shall file the application for certificate of title within 30 days from the delivery of the vehicle to the purchaser.

24. On or about May 15, 2006, XXXXXXX XXXXXX and XXXXXX X. XXXXXXXX purchased a 2006 CHNC mobile home, Serial Number 27678, from Respondent.

25. XXXXXX X. XXXXXXXX signed the contract and Respondent delivered the 2006 CHNC mobile home, Serial Number 27678, to Ms. XXXXXXXX and Ms. XXXXXX on or about June 16, 2006.

26. Respondent failed to file the application for certificate of title by July 16, 2006, or within 30 days of June 16, 2006.

27. As of the signing of this Administrative Complaint Respondent has not filed for certificate of title for the 2006 CHNC mobile home, Serial Number 27678.

28. Based on the foregoing, Respondent violated section 320.27(9)(b)6, Florida Statutes, through a violation of section 319.23(6), Florida Statutes, by failing to timely file an application for certificate of title to a mobile home.

EXPLANATION OF RIGHTS

You have the right to request a hearing to be conducted in accordance with sections 120.569 and 120.57, Florida Statutes, to be represented by counsel or other qualified representative, to present evidence and argument, to call and cross-examine witnesses, and to have subpoena(s) and subpoena(s) duces tecum issued on your behalf if a hearing is requested. In response to the allegations set forth above, you must make one of the following elections and file your response within twenty-one (21) days from the date of your receipt of this Administrative Complaint. Please make your election on the enclosed Election of Rights form and ensure the Department receives it within 21 days.

1. If you **admit** the material fact(s) alleged in this Administrative Complaint, you may request a hearing, pursuant to section 120.57(2), Florida Statutes, before the Division of Motor Vehicles Hearing Officer. At this hearing, you would be given an opportunity to challenge the conclusions of law and/or present either written and/or oral evidence in mitigation of any proposed penalty. A request for this type of hearing, in which no material facts are in dispute, should be directed to the Department by checking the appropriate space, marked as “1” on the Election of Rights form and ensuring the Department receives it within 21 days from the date of your receipt of this Administrative Complaint.

2. If you **dispute** any material fact alleged in this Administrative Complaint, you must present sufficient evidence of your dispute and you may request a hearing, pursuant to section 120.57(1), Florida Statutes, at the Division of Administrative Hearings before an Administrative Law Judge. A request for this type of evidentiary hearing, in which material facts are in dispute, should be directed to the Department by checking the appropriate space, marked as “2” on the Election of Rights form, specifying the material allegations of fact you are disputing and ensuring the Department receives it within 21 days from the date of your receipt of this Administrative Complaint. If you elect an evidentiary hearing, you must keep the Department informed of your current mailing address; failure to do so may be considered a waiver of your right to an evidentiary hearing.

In the event you fail to file your election in this matter with the Department within 21 days from your receipt of this Administrative Complaint, **your failure may be considered a waiver of your right to dispute the alleged facts and the Department may proceed to enter a Final Order.**

Pursuant to section 120.573, Florida Statutes, mediation is not available for this proceeding.

WHEREFORE, the Department hereby gives notice of its intent to enter an Order imposing one or more of the following penalties: revocation or suspension of Respondent's license, imposition of an administrative fine, and/or any other relief deemed appropriate.



Sandra C. Lambert, Director
Division of Motorist Services
Department of Highway Safety and
Motor Vehicles
Neil Kirkman Building, Room B439, MS 60
Tallahassee, Florida 32399-0600

Filed in the official records of the
Division of Motorist Services
this 9th day of November, 2006.

CAF:gmw

Copies furnished:

Michael Matz
Regional Administrator

Dealer Licensing

By certified mail to:

XXXXXX X. XXXXXXX, Jr., President
XXXXXXXX Mobile Home Sales
XXX XXXXXXX Lane
Lake City, Florida 32024

Exhibit 49
EXAMPLE FINAL ORDER

STATE OF FLORIDA
DEPARTMENT OF HIGHWAY SAFETY AND MOTOR VEHICLES
DIVISION OF MOTORIST SERVICES

FINAL ORDER NUMBER: HSMV-03-XXXX-FOI-DMS

DEPARTMENT OF HIGHWAY SAFETY
AND MOTOR VEHICLES, DIVISION
OF MOTORIST SERVICES,

Petitioner,

v.

Case No.: DMS-03-XXXX
License No.: DH-XXXXXXXX

XXXXXX XXXXXXXX,

Respondent.

_____ /

FINAL ORDER

This matter is before the department upon the Administrative Complaint, issued by the Division of Motorist Services on September 10, 2003, in which the department alleged Respondent violated sections 319.23(6), 320.27(9)(b)5 and 320.27(9)6, Florida Statutes by failure to obtain title on behalf of customer within 30 days of delivering the mobile home and failure to comply with the terms of any bona fide written executed agreement.

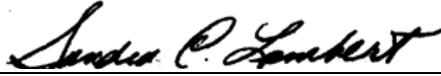
Accordingly it is found and ordered as follows:

1. That the Administrative Complaint was hand-delivered on or about September 13, 2003. A true and correct copy of the Administrative Complaint is attached as Exhibit "A".
2. Respondent accepted the department's offer to settle the case on or about September 30, 2003, and paid a \$250.00 administrative fine. A true and correct copy of the Settlement Stipulation is attached as Exhibit "B."

3. The Settlement Stipulation is adopted herein and Respondent shall abide by all of its terms.

4. The case is hereby **CLOSED**.

DONE AND ORDERED this 12th day of October 2003, at Tallahassee, Leon County, Florida.



Sandra C. Lambert, Director
Division of Motorist Services
Department of Highway Safety and
Motor Vehicles
Neil Kirkman Building, Room B439, MS60
Tallahassee, Florida 32399-0600

Filed in the official records of the
Division of Motorist Services
this 12th day of October 2003.

NOTICE OF APPEAL RIGHTS

Judicial review of this order may be had pursuant to section 120.68, Florida Statutes, in the District Court of Appeal for the First District, State of Florida, or in any other district court of appeal of this state in an appellate district where a party resides. In order to initiate such review, one copy of the notice of appeal must be filed with the Department and the other copy of the notice of appeal, together with the filing fee, must be filed with the court within thirty days of the filing date of this order as set out above, pursuant to Rule 9.110, Rules of Appellate Procedure.

CAF:gmw

Copies furnished:

H. Wayne Jordan, Program Manager
Mobile/Manufactured Home Installer Program

FALR
Post Office Box 385
Gainesville, Florida 32602

XXXXXXX X. XXXXXXXXX
XXXX XXXXXXXX Lane
Dade City, Florida 33525

**Exhibit 50
EXAMPLE STIUPLATED AGREEMENT**

**STATE OF FLORIDA
DEPARTMENT OF HIGHWAY SAFETY AND MOTOR VEHICLES
DIVISION OF MOTORIST SERVICES**

**DEPARTMENT OF HIGHWAY SAFETY
AND MOTOR VEHICLES, DIVISION
OF MOTORIST SERVICES,**

Petitioner,

Case No.: DMS-03-XXXX

License No.: DH-XXXXXXX

v.

XXXXXXX X. XXXXXXX,

Respondent.

_____ /

SETTLEMENT STIPULATION

XXXXXXX X. XXXXXX, hereinafter referred to as "Respondent," and the Department of Highway Safety and Motor Vehicles, Division of Motorist Services, hereinafter referred to as "Department," hereby stipulate and agree to the following joint Settlement Stipulation and Final Order of the Department incorporating this Settlement Stipulation and Agreement in the above-styled manner.

STIPULATED FACTS

1. For all times pertinent hereto, Respondent was licensed as a mobile home dealer in the State of Florida, having been issued license number DH-XXXXXXX.
2. Respondent was charged by an Administrative Complaint filed by the Department and properly served upon Respondent with violations of sections 320.23(6), 320.27(9)5 and 320.27(9)6, Florida Statutes and the rules enacted pursuant thereto. A true and correct copy of the Administrative Complaint is attached as Exhibit A.

3. Respondent neither admits nor denies the allegations of fact contained in the Administrative Complaint.

STIPULATED CONCLUSIONS OF LAW

1. Respondent, in his capacity as a licensed mobile home dealer, admits that in such capacity he is subject to the provisions of section 320.77, Florida Statutes, the rules enacted pursuant thereto, and the jurisdiction of the Department.

2. Respondent admits that the facts set forth in the Administrative Complaint filed in this matter, if proven, constitute violations of section 320.77, Florida Statutes, as alleged in the Administrative Complaint.

STIPULATED DISPOSITION

1. Respondent shall not in the future violate section 320.77, Florida Statutes, and the rules promulgated pursuant thereto.

2. Respondent shall pay an administrative fine of two hundred and fifty dollars (\$250.00)

3. It is expressly understood that a violation of the terms of this Settlement Stipulation shall be considered a violation of section 320.77, Florida Statutes, for which disciplinary action may be taken.

4. It is expressly understood that this Settlement Stipulation has no force and effect until the Department enters a Final Order adopting same.

5. Respondent and the Department fully understand that this Settlement Stipulation, and the subsequent Final Order incorporating same, will not in any way preclude additional proceedings by the Department against Respondent for acts or omissions not specifically detailed in the Administrative Complaint filed in this matter.

6. Respondent and the Department expressly waive all further procedural steps and

Respondent expressly waives all rights to seek judicial review of or otherwise challenge or contest the validity of this Settlement Stipulation and the Final Order of the Department.

7. Respondent waives the right to seek any attorney's fees or costs from the Department in connection with this disciplinary proceeding.

SIGNED this 5th day of September, 2003.

XXXXXX X. XXXXXXXX
Respondent

**DEPARTMENT OF HIGHWAY SAFETY AND MOTOR VEHICLES
DIVISION OF MOTORIST SERVICES
2900 APALACHEE PARKWAY, MAIL STOP 66
TALLAHASSEE, FLORIDA 32399-0640**

THIRD CLASS MAIL