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Secretary/General Counsel

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Director of Regulatory Review

MEMORANDUM

TO: Manufactured Home Manufacturers

FROM: Ron Pleus, Manager, Manufactured Housing & Modular Units Program

SUBJECT: Manufactured Home Manufacturer Information Packet

Enclosed please find the Missouri Public Service Commission Manufactured Home Manufacturer Information Packet. This packet contains information and forms needed to become a registered Manufacturer of Manufactured Homes with the Missouri Public Service Commission.

Please note that the Certificate of Manufacturer Registration will be valid for a period of one year from the date of issuance. Also, please be advised that your application will not be processed until all of the required documentation is received by our office.

If you have any questions regarding this matter, please do not hesitate to contact the Manufactured Housing & Modular Units Program at 800-819-3180, by fax at 573-522-2509.



Manufactured Home Manufacturer Packet

Missouri Public Service Commission – Manufactured Housing Department

Enclosed in this packet you will find an Application for Manufacturer Registration and other helpful forms. The manufacturer registration requirements and form information is outlined below.

REGISTRATION REQUIREMENTS & FORM INFORMATION

- ⤴ **Application for Manufacturer Registration** – This form must be completed in full.
- ⤴ **Fee** – Please submit a check or money order in the amount of \$750 payable to the Missouri Director of Revenue. Each manufacturing plant must be registered separately, each paying a separate registration fee.
- ⤴ **Affidavit** – Corporations only must submit an affidavit verifying that whoever is applying for the registration has corporate authority to do so. A sample affidavit is enclosed for your convenience.
- ⤴ **Statement of No Taxes Due** – Missouri Corporations only must submit a Statement of No Taxes Due obtained from the Missouri Department of Revenue at 573-751-9268.
- ⤴ **Certificate of Good Standing** – Missouri Corporations only must submit a Certificate of Good Standing obtained from the Missouri Secretary of State at 573-751-4153.
- ⤴ **Articles of Incorporation** – Corporations only must submit a copy of their Articles of Incorporation for the initial registration only. The **Articles of Incorporation are not required to be resubmitted for renewal applications.**
- ⤴ **Corporation By-Laws** – Corporations only must submit a copy of their Corporation By-Laws for the initial registration only. The **Corporation By-Laws are not required to be resubmitted for renewal applications.**

Please contact the Manufactured Housing & Modular Units Program if you have any questions.

Mail:

Missouri Public Service Commission
Manufactured Housing & Modular Units Program
P.O. Box 360
Jefferson City, MO 65102

Phone: 800-819-3180

Fax: 573-522-2509

Web Page: www.psc.mo.gov, manufactured housing



Missouri Public Service Commission Application for Manufacturer Registration

Please fill the form out completely and legibly.

PSC OFFICE USE ONLY	Transmittal Number	Check Number	Check Amount
<ul style="list-style-type: none"> IF A CORPORATION, Please Read Section A and Complete Sections B, C, D, E, G, & H IF NOT A CORPORATION, Please Read Section A and Complete Sections B, C, F, & H 			
SECTION A	GENERAL INFORMATION		
<ul style="list-style-type: none"> Each manufacturing plant must file a separate registration with the State of Missouri. The Registration Fee is \$750 for each manufacturing plant. Make checks payable to the Missouri Director of Revenue. The Registration Certificate is valid for a period of one year from the date of issuance. 			
SECTION B	PLEASE COMPLETE THE FOLLOWING		
<input type="checkbox"/> New <input type="checkbox"/> Renewal (Please X the appropriate box.)		If renewal, Registration Number	
Manufacturer Type <input type="checkbox"/> Manufactured Home Manufacturer <input type="checkbox"/> Modular Unit Manufacturer (Please X the appropriate box.)			
SECTION C	MANUFACTURER'S FACILITY INFORMATION		
Facility Name			
Facility Address			
Facility City/State/Zip			
Phone Number		Fax Number	FEIN
SECTION D	MANUFACTURER'S CORPORATE INFORMATION		<input type="checkbox"/> Check here if corporate information is the same as above.
Corporate Name			
Corporate Address			
Corporate City/State/Zip			
Phone Number		Fax Number	
IF YOU ARE NOT RENEWING YOUR REGISTRATION, PLEASE CHECK ONE OF THE FOLLOWING BOXES: <input type="checkbox"/> This manufacturing facility is closed. <input type="checkbox"/> This manufacturing facility remains active; however, it is not shipping homes into the State of Missouri.			
SECTION E	State of Incorporation		
SECTION F	NAME(S) AND ADDRESS(ES) OF PERSON(S) RESPONSIBLE FOR OPERATION OF FACILITY		
SECTION G	NAMES AND ADDRESSES OF ALL OFFICERS AND DIRECTORS OF THE CORPORATION		
SECTION H	Signature		
Title		Date	
PLEASE MAIL COMPLETED APPLICATION & FEE TO: Missouri Public Service Commission Manufactured Housing & Modular Units Program P.O. Box 360; Jefferson City, MO 65102 or200 Madison Street, 5 th Floor, Jefferson City, MO 65101		MAKE CHECKS PAYABLE TO: Missouri Director of Revenue PHONE: 800-819-3180 FAX: 573-522-2509 WEB PAGE: www.psc.mo.gov/manufactured-housing/	



FOR YOUR INFORMATION

Missouri Public Service Commission, Manufactured Housing Department
P.O. Box 360, Jefferson City, Missouri 65102

In an on-going effort to help inform the manufactured housing retailers of current laws and regulations, the Manufactured Housing Department of the Missouri Public Service Commission offers the following information. Please call 800-819-3180, if you have questions.

1. "Dealer" means any person, other than a manufacturer, who sells or offers for sale four (4) or more used homes or one (1) or more new manufactured homes or one (1) or more new modular units in any consecutive 12-month period.
2. It is a misdemeanor for a manufacturer or dealer to manufacture, rent, lease, sell or offer to sell any manufactured home or modular unit after January 1, 1977, unless they are registered with the commission.
3. It is a misdemeanor to rent, lease, sell or offer to sell a new manufactured home, modular unit, or a unit used for education purposes manufactured after January 1, 1974, which does not bear a seal as required by the provisions of Section 700.010 to 700.115, RSMo.
4. It is a misdemeanor to alter a new manufactured home or modular unit in a manner prohibited by the provisions of Sections 700.010 to 700.115, RSMo.
5. No certified new manufactured home which entered the first stage of production after November 22, 1976, on which an alteration has been made, shall be rented, leased or sold, or offered for rent, lease, or sale in the state unless the alteration has been approved in writing by the Manager of the Manufactured Housing & Modular Units Program.
6. Approval of alterations must be requested by written application executed on a form provided by the Manufactured Housing Program upon request. The person or entity that owns the new manufactured home that is being altered must submit the application.
7. Manufactured homes are built to comply with the Federal Manufactured Home Construction and Safety Standards (commonly known as the HUD code). Effective March 31, 2011, Modular units are to be built to comply with other standards as adopted by the Commission using the criteria set forth by the 2009 International Building Code, the 2009 International Plumbing Code, the 2009 International Mechanical Code, the 2009 International Residential Code, 2009 International Fuel Gas Code, and the 2008 National Electric Code NFPA.
8. Effective January 1, 2011, every dealer or manufacturer who sells a modular home to be placed in Missouri is required to have the purchaser of the modular unit sign and date an acknowledgement/waiver that the dealer or manufacturer has offered the fire sprinkler system in conjunction with the sale of the home. The acknowledgement/waiver must be signed by both the purchaser and the dealer or manufacturer or his/her legal representative. The purchaser is responsible for the cost of the fire sprinkler system being installed in the home.
9. Modular units include residential, commercial, educational, and industrial units.
10. It is a misdemeanor to fail to correct a code violation in a new manufactured home or new modular unit owned, manufactured, or sold within a reasonable time, not to exceed 90 days after being ordered to do so in writing by an authorized representative of the commission, if the same is manufactured after January 1, 1974.
11. Dealers cannot require purchasers to purchase any type of insurance from that dealer as a condition of sale.
12. Effective July 1, 2005, all new manufactured HUD built homes must be installed by a Certified Licensed Installer who has obtained a license from the commission.



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13. The commission has determined that manufactured homes and modular units must be set up according to the manufacturer's installation manual. Installation manuals will contain instructions on all phases of assembly. Some of the more important factors are as follows:
 - a. For proper blocking these factors must be considered; the size of the home, the load bearing capacity of each pier, the load bearing capacity of the soil, the spacing required between each pier, if the home requires perimeter blocks at the doors, windows, etc., and the maximum and minimum height a home can be blocked, etc.
 - b. If, as part of the sale, the dealer includes installing skirting on a manufactured home, it must be properly vented. Refer to the installation manual for the proper amount of venting required.
 - c. The installation manual will indicate the type and thickness of the vapor barrier that is to be installed under the home. If the manual states that a vapor barrier is required, shall be, or should be installed, then the dealer is responsible to install it, unless properly waived on the bill of sale.
 - d. The installation manual will contain instructions as to how to support the heat crossover duct under the home.
 - e. Drain lines that are installed on site are required to be strapped and supported every four (4) feet with the proper strapping. Other critical drain line instructions are presented in the manual.
 - f. All plastic must be removed from the end walls and the marriage line wall of a manufactured home before assembly.
 - g. Air conditioner wiring must be installed inside the bottom board, or secured in conduit and supported to the floor joist or chassis every four (4) feet.
 - h. Refer to installation manual for correct marriage line fastening, and vinyl siding installation, etc.
14. Each manufacturer shall provide a homeowner's manual with each manufactured home. No dealer or distributor may interfere with the distribution of homeowner's manual. Where necessary, the dealer or distributor shall take any appropriate steps to ensure that the purchaser receives a homeowner's manual.
15. A dealer cannot require any person to arrange financing or utilize the services of any particular financing service as a condition to purchasing any manufactured home or modular unit, provided, however, the registered manufacturer or dealer may reserve the right to establish reasonable conditions for the approval of any financing source.
16. The books, records, inventory and premises of dealers of new and used manufactured homes and modular units shall from time to time, during normal business hours, be subject to an inspection by the Director to ascertain if a manufacturer or dealer is complying with Chapter 700, RSMo. (1986), and all applicable federal laws as they relate to new and used manufactured homes and modular units.
17. A dealer is required to forward to the manufacturer every complaint and other information that may indicate the existence of an imminent safety hazard, serious defect, defect, or noncompliance in a home, whether the dealer provides the service work or not. Sources of information include consumer complaints, transportation inspection reports, etc.
18. A dealer is required to complete and send back to the manufacturer the homeowner information card. This card should be in the homeowner's manual. If the information card is not available, the dealer should obtain the information which the card would require and send it to the manufacturer in an appropriate format and notify the manufacturer of this problem.



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19. A dealer is required to maintain complete records of all corrections authorized by the manufacturer. Also, maintain complete records of alterations if it is discovered that the alterations have caused a failure to conform or an imminent safety hazard.
20. The Formaldehyde Notice must not be removed until the sales transaction has been completed, and when all the goods and services agreed upon in the contract have been provided.
21. All manufactured homes and modular units located in this state shall be anchored and tied down in accordance with the standards promulgated by the commission pursuant to the provisions of Sections 700.010 to 700.115. If the dealer includes anchoring the home as part of the sale it must be in compliance with the code and all new HUD homes must be anchored by a licensed installer. All homes manufactured after June 15, 1976 must have a set up manual that will indicate the proper location for the anchors.
22. The commission shall approve or have approved, prior to being sold, being offered for sale or being installed, any anchor or tie-down system designed and intended for manufactured or modular homes. Before any such system shall be sold, offered for sale, or installed, a letter of approval from the commission or its authorized agent approving the particular system or complying with the Missouri standards shall be prominently displayed at each place of business selling, offering for sale, or installing such system, and a copy shall be furnished to each person purchasing the anchor or tie-down system. Refer to: www.psc.mo.gov click on the Manufactured Housing tab, Anchoring Information for a complete list of approved anchoring systems.
23. Following are some important factors a dealer and licensed installer should know before anchoring a home:
 - a. Refer to the manufacturer's installation instructions to determine anchor spacing, and the distance from each end the first anchors are to be installed.
 - b. The anchor installer must know the soil classification to ensure that the proper anchor is being installed.
 - c. The anchor strap must wrap the frame and come off the top of the frame at a forty to fifty degree angle to the anchor, unless an approved frame bracket is used.
 - d. Anchors are to be installed in line with the strap or have a concrete collar or a stabilizing device installed.
 - e. The anchor is to be installed to the full depth (i.e.; the anchor head must rest on the ground).
 - f. Make sure frame anchors are at the right distance from the frame to allow the proper strap angle as required in the installation manual.
 - g. If a manufactured home contains over the roof straps, they are required to be utilized and anchored.
 - h. If two straps are used on one anchor, the anchor must be approved for dual straps. Refer to the anchor approval letter to find this information.
 - i. Beginning October 20, 2008, all anchors must meet the new HUD standards under HUD code 3285.402(b) which requires galvanization protection.