



Missouri Public Service Commission
Manufactured Housing & Modular Units Department
MANUFACTURED HOUSING NEW DEALER REQUIREMENTS
www.psc.mo.gov; Manufactured Housing tab

An annual registration is **REQUIRED** with the Missouri Secretary of State's Office for all Corporations, LLC's, or LP's affiliated with a Dealer, who is doing business in the state of Missouri, prior to being registered with this department. A Fictitious Name registration is **REQUIRED** to be filed with that office if the Dealership is doing business under a different name than the Corporation, LLC or LP. To obtain this registration, contact their department @ 573-751-4153 or visit their website @ www.sos.mo.gov. NOTE: The name of the Dealer, Corporation, LLC, or LP listed on the renewal application must coincide with the name listed on the documents filed with the Missouri Secretary of State's Office.

REGISTRATION REQUIREMENTS

- ⬆ **Application for Dealer Registration** – This form must be completed in full, signed and dated.
- ⬆ **Fee** – Please submit a check or money order in the amount of \$200 made out to the **Missouri Director of Revenue**. Each dealer lot must be registered separately each paying a separate \$200 fee.
- ⬆ **Statement of No Taxes Due** – a Statement of No Taxes Due must be submitted with each application. To obtain a copy from the Missouri Department of Revenue, call 573-751-9268. If you have a Missouri Tax ID number, you need to submit this document. If not, you must submit an Affidavit in lieu of the Statement. Contact the department @ 800-819-3180 to obtain this document.
- ⬆ **Certificate of Good Standing** – Corporations, LLC's & Partnerships must submit a Certificate of Good Standing obtained from the Missouri Secretary of State at 573-751-4153.
- ⬆ **Articles of Incorporation** – All corporations must submit a copy of their Articles of Incorporation for the initial registration only. It is not necessary to resubmit these documents for renewals unless changes have been made to the documentation.
- ⬆ **Corporations Only** – All corporations must submit a copy of By-Laws and Articles of Incorporation for the initial registration. It is not necessary to resubmit these documents for renewals unless changes have been made to the documentation.

FORM INFORMATION

- ⬆ **Dealer Monthly Sales Report Form** – This form must be completed and submitted to the Missouri Public Service Commission by the 10th day of each month to report the number of new and used homes delivered to consumers (sold) during the previous month. This report needs to be submitted every month, even if no homes were delivered to consumers (sold) during the previous month. Also, when submitting reports, DO NOT combine reports. Each month must be reported on a separate form. Please request or make additional copies as needed.
- ⬆ **Property Locator Form** – Property locator must be completed and faxed or emailed within 5 days of delivery date to avoid being subject to a \$50.00 inspection fee. Fax: 573-522-2509, Email: mhreports@psc.mo.gov
- ⬆ **Anchor Approval Letters** – These are anchoring systems that have been approved by the Missouri Public Service Commission. The anchor approval letter of the particular system being used must be prominently displayed at each place of business that is selling, offering for sale, or installing the anchoring system. A copy of this letter shall also be furnished to each person purchasing the anchor or tie-down system. Please request or make additional copies as needed. To review all anchor approval letters, visit our website at www.psc.mo.gov.
- ⬆ **Application for Permission to Alter a Manufactured Home or Modular Unit** – A dealer must submit this form prior to altering a manufactured home or Modular Unit. Pursuant to Chapter 700.025 "No dealer, manufacturer or their representative shall alter or cause to be altered any new manufactured home or modular unit or used modular unit used for educational purposes to which a seal has been affixed, if such alteration or conversion causes the manufactured home or modular unit to be in violation of the code."
- ⬆ **For Your Information** - This form outlines some of the dealer's responsibilities and provides helpful information regarding the operation of a dealership.



Application for Manufactured Home or Modular Unit Certificate of Dealer Registration

Transmittal Number (PSC Office Use Only)		Check Number (PSC Office Use Only)		Check Amount (PSC Office Use Only)	
<input type="checkbox"/> New Application <input type="checkbox"/> Renewal		If Renewal, Registration Number:		Dealer Type:	
DEALERSHIP INFORMATION				CORPORATION / LLC / PARTNERSHIP INFORMATION	
Dealership Name				Corporate / LLC / Partnership Name	
Street Address of Business (Physical Location)				Address	
City	State	Zip Code	County	City	State Zip Code
Phone	Fax			Phone	Fax FEIN
Dealership E-mail				Corporate E-mail	
Dealer Mailing Address, if different than above				Corporate / LLC / Partnership Mailing Address, if different than above	
City	State	Zip Code	County	City	State Zip Code
PREVIOUS DEALERSHIP INFO - Have you previously owned a dealership under a name other than what is listed above? <input type="checkbox"/> No <input type="checkbox"/> Yes If yes, please list previously owned dealership(s) name & address:					
Type of Ownership (Check One) <input type="checkbox"/> Individual/Sole Proprietorships <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation <input type="checkbox"/> LLC Company				If a Corporation, State of Incorporation	
DEALER REGISTRATION REQUIREMENTS: 1. Complete entire application, including signature and date (Required – All Dealers) 2. Provide "Statement of No Taxes Due" – to acquire statement call the Department of Revenue @ 1-573-751-9268. (Required – All Dealers) (If the dealer does not have a Missouri Tax ID Number subject to Missouri Sales Tax under Chapter 144 RSMo, complete the enclosed affidavit in lieu of "Statement of No Taxes Due" letter.) 3. Provide "Certificate of Good Standing" - Call the Secretary of State's Office at 573-751-4153 (Required - ONLY for Corporations, LLCs, and Partnerships) 4. Provide a copy of "Articles of Incorporation" and "Company By-Laws" (Required – ONLY for Corporations initial registration) 5. Registration Fee: \$200, made payable to: Missouri Director of Revenue (Required – All Dealers) 6. MAIL: Application, Supporting Documents, and Registration Fee to: Department of Manufactured Housing, PO Box 360, Jefferson City, MO 65102					
LIST OWNERS BELOW		If a Partnership or LLC, list name/address of each partner. If a Corporation, list names/addresses/titles of principal officers.			
Owner(s) Name (Last, First, MI)	Mailing Address		City	State	Zip Code Title
INSTALLERS – List Name(s) and License Number(s) of Certified Installer(s) performing your new HUD home installations:					
FELONY INFORMATION (Check Box)					
Has owner (or any partner, if partnership, or officer, if corporation) within the preceding ten (10) years been convicted in any Federal or State court of a felony relating to the acquisition or transfer of a manufactured home or any other form of property? <input type="checkbox"/> No <input type="checkbox"/> Yes					
If yes, provide the following	Date	Court	Conviction		Sentence
MISDEMEANOR INFORMATION (Check Box)					
Has owner (or any partner, if partnership, or officer, if corporation) within the preceding five (5) years been convicted in any Federal or State court of a misdemeanor relating to the acquisition or transfer of a manufactured home or any other form of property? <input type="checkbox"/> No <input type="checkbox"/> Yes					
If yes, provide the following	Date	Court	Conviction		Sentence
CERTIFICATION					
I CERTIFY that all statements and information furnished regarding this application are true, complete and correct to the best of my knowledge and belief, and are made in good faith. I understand that statements or information furnished on this form are subject to verification by the program director and I agree to furnish supporting documents or information when so requested. I do solemnly affirm and verify that the concern named herein is a bona fide dealer and I have the authority to make the statements contained herein and to sign this application.					
Signature of Owner, Partner, LLC, or Corporation Officer				Date	



Missouri Public Service Commission
Manufactured Housing & Modular Units Program

AFFIDAVIT

(In Lieu of Statement of No Taxes Due)

I _____, of _____

(Owner or Authorized Agent of Dealership)

(Dealership Name)

do hereby certify that as a licensed Missouri Manufactured Home Dealer pursuant to Chapter 700 of the Missouri Statutes, I do not have a Missouri Tax ID Number subject to Missouri Sales Tax under Chapter 144 RSMo.

Signed:

Owner or Authorized Agent

Date

Subscribed and sworn to before me this ____ day of _____, _____

Day

Month

Year

Notary Public

Office Use Only:

Dealer Registration No.: _____



(Month when the home was delivered)

Remit To: Manufactured Housing & Modular Unit Program
P.O. Box 360 Jefferson City, MO 65102
FAX: 573-522-2509 or EMAIL: mhreports@psc.mo.gov

Questions? Call 1-800-819-3180

- This report must be submitted before the **10th of each month** following the month for which sales are reported.
- **All homes delivered to consumers (sold)** both new & used manufactured homes and modular units must be reported. If no deliveries (sales) are made for a particular month, enter **"No Sales"**.
- This report must be completed in full and signed or it will be **rejected**.
- A **separate** form must be submitted for **each month's sales**.
- Please **attach additional sheets as necessary**.

Telephone Number (Please include area code)

City, State, Zip Code

[illegible]

As an officer, partner or owner of the dealership, I hereby state that the above statements are true and correct to my best knowledge and belief.

DATE:



MISSOURI PUBLIC SERVICE COMMISSION
MANUFACTURED HOUSING AND MODULAR UNITS PROGRAM

<http://www.psc.mo.gov/ManufacturedHousing>

PROPERTY LOCATOR FORM

FOR: NEW HUD and NEW MODULAR UNITS and Classrooms NEW and USED

Property locator must be completed and faxed or emailed within 5 days of delivery date to avoid being subject to a \$50.00 inspection fee. Fax: 573-522-2509 Email: mhreports@psc.mo.gov

Dealer: _____ Phone: ____/____ Registration: _____

City: _____ State: _____ Delivery Date: _____

Date of delivery is when the home (first section of a multi-section) leaves the dealer sales lot or manufacturer's facility if shipped directly to consumer's site.

Primary Installer - HUD units only: _____ License: _____

Installation (choose one): Pier ____ Slab ____ Footings ____ Runners ____ Crawlspace ____ Basement ____

Consumer Name:* _____ Phone:* ____/____

Delivery Address: _____

City: _____ State: _____ Zip Code: _____ County: _____

Manufacturer: _____ Registration Number: _____

City/State: _____ Date Manufactured: _____

Complete Serial Number/s: _____

Type of Unit/s: HUD ____ HUD Labels: _____

Modular: ____ Model: _____ MO Seal/s: _____

Modular classroom: ____ Number of units: ____ Size of unit/s: _____

Directions from dealer sales lot to installation site (may submit on separate sheet):

Completed by: _____ Title: _____

**Consumer information provided to the Missouri Public Service Commission for inspection purposes. All consumer information is highly confidential.*

MISSOURI PUBLIC SERVICE COMMISSION
MANUFACTURED HOUSING PROGRAM
APPROVED ANCHOR PRODUCTS

HOME PRIDE 800-759-5910

MODEL	MARK	DESCRIPTION	TEST VALUE ANCHOR PROBE (inch lbs.)
HP-3	HP-3	Double 4" Helix 3/4" x 30" Auger Anchor w/HP32 Stab. Plate	350 inch lbs. & above
HP-3	HP-3 *	Double 4" Helix 3/4" x 30" Auger Anchor w/HP30 Stab. Plate	350 inch lbs. & above
HP-3	HP-3	Double 4" Helix 3/4" x 30" Auger Anchor w/HP34 Stab. Plate	380 inch lbs. & above
HP-4	HP-4 *	6" Helix 5/8" x 48" Auger Anchor w/ HP30 Stab. Plate	240 inch lbs. & above
HP-5	HP-5 *	6" Helix 3/4" x 48" w/ HP30 Stab. Plate	240 inch lbs. & above
HP-10	HP-10 *	36" Cross Drive Rock Anchor	Solid Rock Only
HP-11	HP-11 *	48" Cross Drive Rock Anchor	Solid Rock Only
HP-17	HP-17	4" & 6" Helix 3/4" x 36" w/HP32 Stab. Plate	300 inch lbs. & above
HP-17	HP-17 *	4" & 6" Helix 3/4" x 36" w/HP30 Stab. Plate	275 inch lbs. & above
HP-17	HP-17	4"/6" Helix 3/4" x 36" w/HP34 Stab. Plate	275 inch lbs. & above
HP-13	HP-13 *	J Hook Concrete Anchor	Concrete Only
HP-14	HP-14 *	J Hook Concrete Anchor w/Swivel Head	Concrete Only
HP-12-LS	HP-12 *	Steel Expansion Concrete Anchor	Concrete Only
HP-20	HP-20	Double-Slot Buckle Frame Tie	
HP-21	HP-21	Single-Slot Buckle Frame Tie	
HP-22	HP-22	Frame Tie w/Hook	
HP-30	HP-30	Stabilizer Plate	
HP-32	HP-32	Stabilizer Plate	
HP-34	HP-34	Stabilizer Plate	
HPAB	Home Pride, Inc.	AB Anchor Bolt	
HPSS	Home Pride, Inc.	Strap Splice Seal	
	Home Pride, Inc.	Galvanized Steel Strapping	

* These anchors are approved for vertical pull.

STANDARDS FOR INSTALLATION:

1. Anchors and all components must be installed per manufacturer's instructions.
2. Anchors are approved for designated soil per test value in inch pounds.
3. Consult manufactured home set up instructions for number of frame tie downs, over the roof tie downs, and tie down spacing.
4. Systems must be approved for use by the home manufacturer.

All single section homes require an approved anchor for the soil within two feet of each corner.

*MUST BE A LICENSED INSTALLER WITH THE PUBLIC SERVICE COMMISSION
TO ANCHOR NEW HUD HOMES PURSUANT TO 700.656*

Revision Date: September, 2013

**MISSOURI PUBLIC SERVICE COMMISSION
MANUFACTURED HOUSING PROGRAM
APPROVED ANCHOR PRODUCTS**

MINUTE-MAN ANCHORS, INC. 800-438-7277

MODEL	MARK	DESCRIPTION	TEST VALUE ANCHOR PROBE (inch lbs.)
650-DH 5/8" *	MMA-2	50" Double Head Auger Anchor	350 inch lbs. & above
650-DH 3/4" *	MMA-4	50" Double Head Auger Anchor	350 inch lbs. & above
636-DH 3/4" *	MMA-28	36" Double Head Auger Anchor	400 inch lbs. & above
860-DH 3/4" *	MMA-85	60" Long, 8" Disc Double Head Anchor	175 inch lb. & above
4430-DH 5/8" *	MMA-30	30" Double Head/Disc Auger Anchor	400 inch lbs. & above
4430-DH 3/4" *	MMA-6	30" Double Head/Disc Auger Anchor	400 inch lbs. & above
4430-DH 3/4" *	MMA-6	30" Double Head with NC 1 Stabilizer Cap	400 inch lb. & above
4430-EZDH 3/4" *	MMA-92	32" Double Head/Double Disc Auger Anchor / No Comp. Disc	525 inch lb. & above
4450-DH 3/4" *	MMA-55	50" Long (2) 4" Disc Double Head Anchor	300 inch lb. & above
4636-DH 3/4" *	MMA-52	36" Double Head/4" and 6" Helix	300 inch lb. & above
4636-EZDH 3/4" *	MMA-93	36" Double Head/4" and 6" helix	300 inch lb. & above
36-XDH *	MMA-35	36" Double Head Cross Drive Anchor	Solid Rock Only
48-XDH	MMA-8	48" Double Head Cross Drive Anchor	Solid Rock Only
GW 2 *	GW2-18	18" w/4" Helix/NC2 Stabilizer/Two 32" Rods	450 inch lb. & above
GW1	GW1	Rock Anchor w/NC2 Stabilizer/Two 16" Rods	Solid Rock Only
THDH *	MMA-18	Double Tension Head	Concrete
210-PDH *	MMA-14	Double Head Tension Device for Concrete	Concrete
210-JDH *	MMA-42	Swivel Double Head Anchor with Base	Concrete
	NC 1	Nu-Concept Stabilizer Cap	
	NC 2	Stabilizer Cap for GW series anchors	
	MMA-29	Frame Strap with Clamp	
	MMA-32	Frame Buckle with Strap	
MMA-33 Frame Clamp	MMA-33	Locking Frame Clamp II	
		Galvanized Steel Strapping	
	MMA	Strap Extending Seals	
MILL BOLT		Anchor Tension Bolt	
SLOT BOLT		Anchor Tension Bolt	
44-RB & 66-RB		Roof Brackets	
MMA-SD2A		Anchor Stabilizing Device	260 inch lbs. & above
MMA LLBS	SD3	Longitudinal & Lateral Bracing System	250 inch lbs. & above
MMALLBS	FT	LLBS Wet/Dry Concrete Application	Concrete

* These anchors are approved for vertical pull.

STANDARDS FOR INSTALLATION:

1. Anchors and all components must be installed per manufacturer's instructions.
2. Anchors are approved for designated soil per test value in inch pounds.
3. Consult manufactured home set up instructions for number of frame tie downs, over the roof tie downs, and tie down spacing.
4. Systems must be approved for use by the home manufacturer.

All single section homes require an approved anchor for the soil within two feet of each corner.

*MUST BE A LICENSED INSTALLER WITH THE PUBLIC SERVICE COMMISSION
TO ANCHOR NEW HUD HOMES PURSUANT TO 700.656*

Revision Date: September, 2013

MISSOURI PUBLIC SERVICE COMMISSION
MANUFACTURED HOUSING PROGRAM
APPROVED ANCHOR PRODUCTS

OLIVER TECHNOLOGIES, INC. 800-284-7437

MODEL MARK	DESCRIPTION	TEST VALUE ANCHOR PROBE (INCH LBS)
OTFTI	Auger anchor frame tie strap	
OTMSP2	Auger anchor 12" stabilizer plate	
OTCAPI	Auger anchor stabilizer cap	
OT36CDP	30" cross drive anchor	Solid rock only
OTCAWP *	Wet set concrete anchor	Concrete only
OTCADP *	Dry set concrete anchor	Concrete only
OT3044AP (5/8)	5/8"X30"/ double 4" helix / with 12"stabilizing plate	400 inch lbs. and above
OT3044BP (3/4) *	3/4"X30"/ double 4" helix / with 12"stabilizing plate (OTMSP2)	400 inch lbs. and above
OT3044BP (3/4)	3/4"X30"/ double 4" helix / with stabilizing cap (OTCAP I)	475 inch lbs. and above
OT3646BP (3/4) *	3/4"X36"/ 4" and 6" helix / with stabilizing cap (OTCAP I)	300 inch lbs. and above
OT486AP (5/8)	5/8"X48"/ 6" helix / with 12" stabilizing plate (OTMSP2)	300 inch lbs. and above
OT486BP (3/4)	3/4"X48"/ 6" helix / with 12" stabilizing plate (OTMSP2)	300 inch lbs. and above
OT607B (3/4)	3/4"X60" with 7" helix / Vertical or Lateral with Stabilizer	225 inch lbs. and above
II 00 I "V" System	Lateral / Longitudinal Foundation System	Per MFR Instructions
II 00 IT "V" System	Lateral Foundation System	Per MFR Instructions
II 00 IC "V" System	Lateral Longitudinal Foundation System for wet/dry concrete	Concrete Only
II 00 ITC "V" System	Lateral Foundation System for wet/dry concrete ..	Concrete Only
OTSFT	Swivel Frame Tie	
OTLT	Longitudinal Beam Clamp	
OT3646BPC Cap Anchor	3/4" X 36" Auger Anchor with (I) 4" Disc and (I) 6" Disc	320 inch lbs. and above
OT3646BPZ Cap Anchor with Compression Disc	3/4" X 36" Auger Anchor with (I) 4" Disc and (I) 6" Disc & (I) 4" Compression Disc	320 inch lbs. and above
OT4244BP Auger Anchor	3/4" X 42" Auger Anchor with (2) 4" Disc and with a OTMSBP2 (II" Stabilizer Plate)	320 inch lbs. and above
OT3044BPC Cap Anchor	3/4" X 30" Auger Anchor with (2) 4" Disc	449 inch lbs. and above
OT3044BPZ Cap Anchor with Compression Disc	3/4" X 30" Auger Anchor with (2) 4" Disc & (I) 4" Compression Disc	449 inch lbs. and above

* These anchors are approved for vertical pull.

Standards For Installation:

1. Anchors and all components must be installed per manufacturer's instructions.
2. Anchors are approved for designated soil per test value in inch pounds.
3. Consult manufactured home set up instructions for number of frame tie downs, over the roof tie downs, and tie down spacing.
4. Systems must be approved for use by the home manufacturer.

All single section homes require an approved anchor for the soil probe test value within two feet of each corner.

*MUST BE A LICENSED INSTALLER WITH THE PUBLIC SERVICE COMMISSION
TO ANCHOR NEW HUD HOMES PURSUANT TO 700.656*

Revision Date: August 2015

**MISSOURI PUBLIC SERVICE COMMISSION
MANUFACTURED HOUSING PROGRAM
APPROVED ANCHOR PRODUCTS**

TIE DOWN ENGINEERING 800-241-1806

MODEL/MARK	DESCRIPTION	TEST VALUE ANCHOR PROBE (INCH LBS)
M607 (part # 59099) *	3/4" x 60" w/7" Helix	225 inch lbs. & above
MI2H *	5/8" X 48" Double Head Anchor w/6" Helix	230 inch lbs. & above
MI2H *	3/4" X 48" Double Head Anchor w/6" Helix	230 inch lbs. & above
59092	3/4" X 36" Deep Set Stabilizer Anchor w/6" & 4" Helix	350 inch lbs. & above
MI22 *	5/8" X 30" Double Head Anchor w/2 4" Helix	525 inch lbs. & above
MI22 *	3/4" X 30" Double Head Anchor w/2 4" Helix	525 inch lbs. & above
MIT2 *	3/4" Double Head Threaded Rod Patio Anchor	Concrete
MIJ2 *	5/8" x 12" Double Head J-Rod Slab Anchor	Concrete
MICS2 *	Patio Anchor with Expansion Bolt	Concrete
59091	Deep-Set Plate with 30" auger anchor with double 4" Helix	525 inch lbs. and above
59291	Quik-Set Plate with 30" auger anchor with double 4" Helix	525 inch lbs. and above
59002	Swivel Strap Connector	
59003	3" Swivel Strap Frame Connector	
59004	4" Swivel Strap Frame Connector	
59005	Adjustable Swivel Strap Frame Connector	
59292	Lateral Stabilizer Plate	
MGRB	Galvanized Roof Bracket	
BCS	Crimping Seal for 1 1/4" Strap	
MBU	Galvanized Strap Buckle	
MBUS	Special Galvanized Strap Buckle	
BISB	Slotted Bolt and Nut	
MS33,35,37,42,60,600	1 1/4" Galvanized Strap	
MHT6, 7, 8, 10, 12, 15	1 1/4" Frame Tie with Hook	
MBU6, 7, 8, 10, 12, 15	1 1/4" Frame Tie with Buckle	
LBC 59011	8 Bolt Gator Beam Clamp Longitudinal Beam Clamp	
LBC 58999	4 Bolt Gator Beam Clamp Longitudinal Beam Clamp	
Xi FOUNDATION SYSTEM		175 inch lbs. & above
Xi 2 Lateral Stabilization (Foundation) System (Requires anchors within 2 ft. of each corner of the home)		Per MFR Instructions
Xi 2 Longitudinal Stabilization (Foundation) System (Requires anchors within 2 ft. of each corner of the home)		Per MFR Instructions
VECTOR DYNAMICS FOUNDATION SYSTEM		Per MFR Instructions
VECTOR DYNAMICS FOUNDATION SYSTEM		Concrete
VECTOR DYNAMICS FOUNDATION SYSTEM FOR MULTI SECTION - FOR POURED CONCRETE - PER INSTALLATION INSTRUCTIONS		Concrete
VECTOR DYNAMICS FOUNDATION SYSTEM FOR SINGLE SECTIONS - FOR POURED CONCRETE - PER INSTALLATION INSTRUCTIONS		175 inch lbs. & above
VECTOR DYNAMICS FOUNDATION SYSTEM FOR SINGLE SECTIONS - FOR POURED CONCRETE - PER INSTALLATION INSTRUCTIONS		Concrete

* These anchors are approved for vertical pull.

STANDARDS FOR INSTALLATION:

- 1) Anchors and all components must be installed per manufacturer's instructions.
- 2) Anchors are approved for designated soil per test value in inch pounds.
- 3) Consult manufactured home set up instructions for number of frame tie downs, over the roof tie downs, and tie down spacing.
- 4) Systems must be approved for use by the home manufacturer.

All single section homes require an approved anchor for the soil within two feet of each corner.

MUST BE A LICENSED INSTALLER WITH THE PUBLIC SERVICE COMMISSION
TO ANCHOR NEW HUD HOMES PURSUANT TO 700.656
Revision Date: September, 2013



Missouri Public Service Commission
Manufactured Housing & Modular Units Program
**Application for Permission to Alter a
Manufactured Home or Modular Unit**

Application required pursuant to Chapter 700.025

DEALER INFORMATION

Dealer Name:

Dealer Contact Name:

Dealer Address:

Dealer Phone:

Dealer Fax:

MANUFACTURER INFORMATION

Manufacturer Name:

Manufacturer Contact Name:

Manufacturer Address:

Manufacturer Phone:

Manufacturer Fax:

HOME INFORMATION

Model Name:

HUD Label #:

Serial #:

or

Date of Manufacture:

Modular Seal #:

ALTERATION SPECIFICATIONS – Describe the alteration you are seeking permission to make. (Attach additional sheet(s) if necessary.)

REQUIREMENTS – This application will not be approved unless all of the following items are submitted:

1. Manufacturer's written instructions and/or approved method must be submitted.
2. An affidavit signed before a notary public indicating that the applicant will ensure that all alterations will comply with the required code must accompany this application. This affidavit must identify the specific make, model and serial number of the home to be altered.
3. If the applicant is a corporation, a written statement from a corporate officer indicating that the person filling out this application has actual authority to do so must accompany this application.

NOTES - (Please read.)

Chapter 700.025 states "No dealer, manufacturer or their representative shall alter or cause to be altered any new manufactured home or modular unit or used modular unit used for educational purposes to which a seal has been affixed, if such alteration or conversion causes the manufactured home or modular unit to be in violation of the code."

SIGNATURE - (Required)

Signed

Date



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.
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.



FOR YOUR INFORMATION

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

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. A vapor barrier must be installed under every home.
 - d. 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.
 - e. All shipping plastic must be removed from the end walls and the marriage line wall of a manufactured home before assembly.
 - f. 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.
 - g. 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, dealer lot inspections, 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.



FOR YOUR INFORMATION

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

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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 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.
 - h. Beginning October 20, 2008, all anchors must meet the new HUD standards under HUD code 3285.402(b) which requires galvanization protection.