



Missouri Public Service Commission  
Manufactured Housing & Modular Units Department  
**MANUFACTURED HOUSING NEW DEALER REQUIREMENTS**  
[www.psc.mo.gov](http://www.psc.mo.gov); Manufactured Housing tab

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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](http://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 48 hours of delivery date to avoid being subject to a \$50.00 inspection fee. Fax: 573-522-2509, Email: [mhreports@psc.mo.gov](mailto: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](http://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:		
<b>DEALERSHIP INFORMATION</b>				<b>CORPORATION / LLC / PARTNERSHIP INFORMATION</b>			
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	
<b>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</b> <b>If yes, please list previously owned dealership(s) name &amp; address:</b>							
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			
<b>DEALER REGISTRATION REQUIREMENTS:</b>							
1. Complete entire application, including signature and date <b>(Required – All Dealers)</b> 2. Provide "Statement of No Taxes Due" – to acquire statement call the Department of Revenue @ 1-573-751-9268. <b>(Required – All Dealers)</b> (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 <b>(Required - ONLY for Corporations, LLCs, and Partnerships)</b> 4. Provide a copy of "Articles of Incorporation" and "Company By-Laws" <b>(Required – ONLY for Corporations initial registration)</b> 5. Registration Fee: \$200, made payable to: <b>Missouri Director of Revenue (Required – All Dealers)</b> 6. MAIL: Application, Supporting Documents, and Registration Fee to: Department of Manufactured Housing, PO Box 360, Jefferson City, MO 65102							
<b>LIST OWNERS BELOW</b>		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
<b>INSTALLERS – List Name(s) and License Number(s) of Certified Installer(s) performing your new HUD home installations:</b>							
<b>FELONY INFORMATION (Check Box)</b>							
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	
<b>MISDEMEANOR INFORMATION (Check Box)</b>							
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	
<b>CERTIFICATION</b>							
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 AND MODULAR UNITS PROGRAM**

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

**\*\* FOR NEW HUD and NEW MODULAR UNITS ONLY \*\***

**PROPERTY LOCATOR FORM**

Property locator must be completed and faxed or emailed within 48 hours of delivery date to avoid being subject to a \$50.00 inspection fee. Fax: 573-522-2509 Email: [mhreports@psc.mo.gov](mailto: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: \_\_\_\_\_ License Number: \_\_\_\_\_

Installation (choose one): Pier \_\_\_\_ Slab \_\_\_\_ Footing \_\_\_\_ Runners \_\_\_\_ Crawlspace \_\_\_\_ Basement \_\_\_\_

Consumer Name:\* \_\_\_\_\_ Phone:\* \_\_\_\_\_

Delivery Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ County: \_\_\_\_\_

Manufacturer: \_\_\_\_\_ Registration #: \_\_\_\_\_

City/State: \_\_\_\_\_ Date Manufactured: \_\_\_\_\_

Complete Serial Number: \_\_\_\_\_ Size of Home: \_\_\_\_\_

HUD Label #: \_\_\_\_\_ Type of Home: HUD \_\_\_\_ Modular \_\_\_\_

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**

<b>MODEL</b>	<b>MARK</b>	<b>DESCRIPTION</b>	<b>TEST VALUE ANCHOR PROBE (inch lbs.)</b>
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 (1) 4" Disc and (1) 6" Disc	320 inch lbs. and above
OT3646BPZ Cap Anchor with Compression Disc	3/4" X 36" Auger Anchor with (1) 4" Disc and (1) 6" Disc & (1) 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 (11" 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 & (1) 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**

<b>MODEL/MARK</b>	<b>DESCRIPTION</b>	<b>TEST VALUE ANCHOR PROBE (INCH LBS)</b>
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*



