



HUD Manufacturer Packet

Missouri Public Service Commission

Manufactured Housing & Modular Units Program

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.

IMPORTANT NOTE: All Corporations, LLC's, or LP's, who are doing business in the State of Missouri, are required to be registered with the Missouri Secretary of State's Office. If the manufacturer is doing business under a different name other than the Corporate, LLC or LP a Fictitious Name is also required to be filed with the Missouri Secretary of State's Office. To obtain this registration, contact their department at 573-751-4153 or visit their website at www.sos.mo.gov.

REGISTRATION REQUIREMENTS:

- ⤴ **Application for Manufacturer Registration** - This form must be completed in full, signed, dated and include the title of individual signing the form. An additional sheet may be attached for Section F – Names and Addresses of All Officers and Directors of the Corporation.
- ⤴ **Registration 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. An affidavit is attached for your convenience.
- ⤴ **Manufacturers** - must be registered with the Missouri Secretary of State's Office pursuant to 4 CSR 240-123.040. Contact the Secretary of State's Office @ 573-751-4153 or www.sos.mo.gov to become registered. Proof of registration must be submitted with your manufacturer application. (NOTE: If a corporation, information provided in "Section D" must match exactly to the Missouri Secretary of State Registration. If not a corporation, information must match exactly with "Section C".)
- ⤴ **Articles of Incorporation** – For initial registration Corporations only must submit a copy of their Articles of Incorporation. **The Articles of Incorporation are not required to be resubmitted for renewal applications unless the documentation has changed.**
- ⤴ **Corporation By-Laws** – For initial registration Corporations only must submit a copy of the Corporation By-Laws. **The By-Laws are not required to be resubmitted for renewal applications unless the documents have changed.**
- ⤴ **Statement of No Taxes Due** - Missouri Corporations only must submit a Statement of No Taxes Due which can be obtained from contacting the Missouri Department of Revenue @ 573-751-9268.
- ⤴ **Certificate of Good Standing** - Missouri Corporations only must submit a Certificate of Good Standing which can be obtained from contacting the Missouri Secretary of State @ 573-751-4153.

Contact Information:

Mail to: 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
Email: manhouse@psc.mo.gov
Web Page: www.psc.mo.gov; (click on 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"> CORPORATIONS, Please Read Section A and Complete Sections B, C, D, E, F, G IF NOT A CORPORATION, Please Read Section A and Complete Sections B, C, E, G <p style="color: red; font-weight: bold; margin-top: 10px;"> <u>IMPORTANT: PURSUANT TO 4 CSR 240-123-040, MANUFACTURERS MUST BE REGISTERED WITH THE MISSOURI SECRETARY OF STATE OFFICE (573-751-4153 OR WWW.SOS.MO.GOV). PROOF OF REGISTRATION MUST BE SUBMITTED WITH YOUR MANUFACTURER APPLICATION. (NOTE: IF A CORPORATION, INFORMATION PROVIDED IN "SECTION D" MUST MATCH EXACTLY TO THE MISSOURI SECRETARY OF STATE REGISTRATION. IF NOT A CORPORATION, INFORMATION MUST MATCH EXACTLY WITH "SECTION C".)</u> </p>			
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. The Registration Certificate is valid for a period of one year from the date of issuance. Make check payable to: Missouri Director of Revenue 			
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			
Contact Name		Contact Email Address	
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		State of Incorporation	
Contact Name		Contact Email Address	
Corporate Address			
Corporate City/State/Zip			
Phone Number		Fax Number	
SECTION E	NAME, TITLE, AND ADDRESS OF PERSON RESPONSIBLE FOR OPERATION OF FACILITY		
Name	Title	Address	
SECTION F	NAME, TITLE, AND ADDRESS OF OFFICERS AND DIRECTORS OF THE CORPORATION (If necessary, attach sheet)		
Name	Title	Address	
SECTION G	Signature		Date
PLEASE MAIL COMPLETED APPLICATION & FEE TO: Missouri Public Service Commission Manufactured Housing & Modular Units Program P.O. Box 360; Jefferson City, MO 65102 or 200 Madison Street, 5 th Floor, Jefferson City, MO 65101		PHONE: 800-819-3180 FAX: 573-522-2509 EMAIL: manhouse@psc.mo.gov WEB PAGE: www.psc.mo.gov/manufactured-housing/	



Commissioners

ROBERT S. KENNEY
Chairman

STEPHEN M. STOLL

WILLIAM P. KENNEY

DANIEL Y. HALL

SCOTT T. RUPP

Missouri Public Service Commission

POST OFFICE BOX 360
JEFFERSON CITY, MISSOURI 65102
573-751-3234
573-751-1847 (Fax Number)
<http://www.psc.mo.gov>

SHELLEY BRUEGGEMANN
Interim General Counsel

MORRIS WOODRUFF
Secretary

WESS A. HENDERSON
Director of Administration
and Regulatory Policy

CHERLYN D. VOSS
Director of Regulatory Review

KEVIN A. THOMPSON
Chief Staff Counsel

MEMORANDUM

To: All Missouri Manufactured Home (HUD) Manufacturers/Licensees

Re: Shipment fee and monthly reporting requirements

Date: May 20, 2015

In late 2007, the Program Director of the Missouri Public Service Commission Manufactured Housing Unit, the State Administrative Agency (SAA) for HUD homes built in or shipped into the State of Missouri, issued an information bulletin announcing that the monthly report and \$30 per home fee required by Missouri regulation 4 CSR 240-120.140 New Manufactured Home Manufacturer's Inspection Fee would be suspended indefinitely beginning January 1, 2008.

On April 29, 2015, the Missouri Public Service Commission directed its Manufactured Housing Unit to reinstate the \$30 per HUD home shipment fee and monthly report requirement. **Therefore, effective July 1, 2015, you will need to comply with 4 CSR 240-120.140 for all HUD code built homes built in or shipped into the state of Missouri.**

4 CSR 240-120.140, in relevant part, states:

(1) The commission establishes an inspection fee to be assessed on all new manufactured homes delivered or sold to dealers in the state of Missouri which shall be paid by the manufacturer of each home. Said inspection fee shall be thirty dollars (\$30) for each home each manufacturer delivers or sells to a dealer in the state of Missouri.

(2) **Manufacturers of new manufactured homes shall remit to the director on a monthly basis an amount that equals the number of new manufactured homes delivered or sold to dealers in the state of Missouri, multiplied by thirty dollars (\$30). Each manufacturer shall submit said fee with any monthly delivery reports, or other filing, or documentation as may be required by the commission. Said fee shall be received no later than the twentieth day following the month in which new manufactured homes were delivered or sold to dealers in the state of Missouri.**

(3) The following situations shall constitute grounds for the denial, suspension, revocation, or placing on probation of a manufacturer's certificate of registration:

(A) Failure to pay the inspection fee within thirty (30) days of their prescribed due date;

(B) Failure to pay the inspection fee by the prescribed due date for two (2) consecutive months;
or

(C) Failure to pay the inspection fee by the prescribed due date for any four (4) of the preceding twelve (12) months. (emphasis added)

The first monthly shipment report (attached and available on-line at www.psc.mo.gov), along with the inspection fee of \$30 per home, will be due to the Manufactured Housing and Modular Units Program no later than **August 20, 2015** and will report home(s) shipped to Missouri from July 1, 2015 through July 31, 2015. Reports and payments are due by the 20th of the month following the month for which the home(s) were shipped, and should be submitted to the Missouri Public Service Commission, Manufactured Housing and Modular Units Program, P.O. Box 360, Jefferson City, MO 65102. If no shipments are made for the month, the report is still required with a notation of "No Shipments". Please make checks payable to "Missouri Director of Revenue".

Should you have any questions, please feel free to contact the Missouri Public Service Commission Manufactured Housing Unit at 1-800-819-3180.

Sincerely,

Natelle Dietrich
Acting Program Director
Director-Tariff, Safety, Economic and Engineering Analysis
Missouri Public Service Commission
Manufactured Housing and Modular Units Program

Enclosure



**MISSOURI PUBLIC SERVICE COMMISSION
MANUFACTURED HOUSING & MODULAR UNITS PROGRAM
MANUFACTURER'S MONTHLY SHIPMENT REPORT**

Reporting Period (Month/Year When the Shipments Were Made)

Transmittal Number (PSC Office Use Only) _____

Check Number _____ Check Amount _____

Remit Report and Payment to: Manufactured Housing & Modular Unit Program, P.O. Box 360, Jefferson City, MO 65102.
Checks made payable to Missouri Director of Revenue.

- This report must be submitted before the **20th** of each month following the month for which the manufactured homes were shipped.
- **All shipments** of manufactured homes must be reported.
- If no shipments are made for a particular month, enter **"No Shipments"**.
- This report must be completed in full and signed or it will be **rejected**.
- A **separate** form must be submitted for **each month's shipments**.
- Shipment fee of **\$30 per manufactured home** must accompany this report, or it will be rejected.

Manufacturer Registration Number (The number on the bottom of your Manufacturer Certificate)

Manufacturer Name (Please enter the name as it appears on your Manufacturer Certificate)

Telephone Number (Please include area code)

Manufacturer Plant Address

City, State, Zip Code

COMPLETE SERIAL NUMBER	HUD LABEL NUMBER	DATE HOME MANUFACTURED	DATE SHIPPED	DEALER NAME & ADDRESS (DEALER NAME, CITY, STATE)
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				

Please attach additional sheets as necessary. Please carry over totals from previous pages and record grand totals at the bottom of the last page.

Total Number of Homes Shipped _____ x \$30 per home = \$ _____

As an officer or representative of the manufacturing plant, I hereby state that the above statements are true and correct to my best knowledge and belief.

SIGNATURE:

TITLE:

DATE:



FOR YOUR INFORMATION

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

In an ongoing 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; 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. Modular units include residential, commercial, educational, and industrial units.
9. 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.
10. Dealers cannot require purchasers to purchase any type of insurance from that dealer as a condition of sale.
11. Every dealer of a new manufactured home offered for sale in this state shall, at the time of sale, provide the purchaser with a bill of sale or the purchase agreement containing at least the following: The total price of the unit, serial number if available, if not, the manufacturer name and model number of the unit, and its contents, any waivers, a list of all furniture and appliances in the manufactured home, any other costs which will be assessed to the purchaser by the dealer such as transportation, handling or such other costs, and the sales tax payable for such manufactured home.



FOR YOUR INFORMATION

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

-
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.
 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.



FOR YOUR INFORMATION

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

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.
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/manufacturedhousing 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.



FOR YOUR INFORMATION

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

- 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.