Modular Unit 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: Registrations will be REJECTED if all of the documentation is not received, application is not complete, and all Monthly Seals of Compliance reports have not been received.

- **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 G – 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. A sample affidavit is attached for your convenience.
- **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.
- **Articles of Incorporation –** All corporations 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 unless the documentation has changed.**
- **Corporation By-Laws** – All corporations only must submit a copy of the Corporation By-Laws for the initial registration only. **The By-Laws are not required to be resubmitted for renewal applications unless the documents have changed.**
- **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. A copy of those registration documents must be submitted with your manufacturer application
- **Quality Control Manual –** Pursuant to 4CSR 240-123.040 (E) & (F), a QC Manual must be submitted along with the registration application documentation and appropriate fees ($75 manual, $750 manufacturer registration) through a Third Party Agency for approval. **For renewals only: if the QC Manual has not changed from the previous year, the "approved" stamped copy of the Plan Approval Form from the year before may be submitted in lieu of the whole manual. The $75 QC Manual processing fee and forms for the current year are still required and must go through your Third Party Agency for approval.**

FORM INFORMATION:

- **Seals of Compliance Form** – This form must be completed and submitted each month to the Missouri Public Service Commission by the tenth day of the following month reporting the seals used for the previous month. This report needs to be submitted every month, even if no seals were used during that month. Also, when submitting reports, do not combine reports for multiple months; each month must be reported on a separate sheet. Please make additional copies of the form as needed.
- **Application for Seals** – This form must be used to purchase Missouri Public Service Commission Seals. Please allow five to seven working days for the seals to be processed.
- **Plan Approval Application & Plan Review Forms** – These forms must be used when submitting Plans and Quality Control Manuals for approval. Make sure the forms are complete, signed and dated prior to submission to your Third Party Agency for approval. Third Party Agencies will forward them to the department.
- **Plan Approval Checklist** – This form is intended to be used as a guide for preparing submittals of the Plan and Quality Control Manual approvals to the Missouri Public Service Commission.
- **Third Party Inspection Agency List** – This is a list of Third Party Inspection Agencies approved by the Missouri Public Service Commission to review and approve Plans and Quality Control Manuals for compliance with current state building codes.

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
Web Page: www.psc.mo.gov; (click on Manufactured Housing)

Revised: 05/10/18

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

- 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

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".)

SECTION A GENERAL INFORMATION

- 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

☐ New ☐ Renewal (Please X the appropriate box.) | If renewal, Registration Number

Manufacturer Type ☐ Manufactured Home Manufacturer ☐ 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

☐ 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	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 or
200 Madison Street, 5th 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/

AFFIDAVIT

State of _____

County of _____

_____
Name

_____
Address

Deposes and says upon his or her oath that:

I am the _____of _____, and I am
Title Company Name

authorized and have full authority to execute the Manufacturer's Application for

Certificate of Registration on behalf of _____.
Company Name

_____
Signed

Subscribed and sworn to before me this _____ day of _____, _____.
Day Month Year

_____
Notary Public

Commission Expires: _____

THIRD PARTY AGENCIES

The Firms listed below are certified as authorized representatives of the Missouri Public Service Commission Pursuant to Section 700.040.1 RSMo.

T.R. Arnold & Associates, Inc.
4703 Chester Dr.
Elkhart, IN 46516
Phone: 574-264-0745

HWC Engineering
1627 South Myrtle Avenue
Clearwater, FL 33756
Phone: 727-584-8151

Gulf Coast Modular Consultants, LLC
10433 Purple Lane
Port Richey, FL 34668
Phone: 727-226-3730

NTA, Inc.
P.O. Box 490
305 N. Oakland Avenue
Nappanee, IN 46550
Phone: 574-773-7975

Pacific West Associates
1550 W. 15th Street
P.O. Box 40140
Casper, WY 82604
Phone: 800-798-0045

PFS Corporation
67543 CR 31
Goshen, IN 46526
Phone: 574-831-6641

PFS Corporation
Larry Beineke, Ph.D., P.E.
2109 Rainy Lake Street
Wake Forest, NC 27587
Phone: 919-217-7002

PFS Corporation
Attn: Jeremy Hopland
2520 K Avenue, Suite 700-735
Plano, TX 75074
Phone: 972-424-2740

PFS Corporation
1507 Matt Pass
Cottage Grove, WI 53527
Phone: 608-839-1013

Professional Service Industries, Inc. (PSI)
1748 33rd Street
Orlando, FL 32839
Phone: 407-304-5560

Progressive Engineering, Inc.
58640 State Road 15
Goshen, IN 46528
Phone: 574-533-0337

Pyramid1, Inc.
19590 C.R. 40
Goshen, IN 46526
Phone: 574-537-8033

Pyramid1, Inc.
P.O. Box 463
New Paris, IN 46553
Phone: 573-831-4200

RADCO
18414 Northrop Drive
Goshen, IN 46526
Phone: 574-831-6833

RADCO Corporate Office
3220 East 59th Street
Long Beach, CA 90805
Phone: 562-272-7231

State of Nebraska
Division of Housing & Recreational Vehicles
300 The Atrium, 1200 "N" St., P.O. Box 94927
Lincoln, NE 68509
Phone: 402-471-0518

Underwriters Laboratories, Inc.
333 Pfingsten Road
Northbrook, IL 60062-2096
Phone: 847-272-8800

Colorado Division of Housing
Beverly Seyler, Program Administrator
Colorado Dept of Local Affairs
Division of Housing, Standards & Technology Section
1313 Sherman, Room 321
Denver CO 80203
Phone: 303-866-4616

E.W. Keith & Associates
Elvin W. Keith, Jr., P.E. CMfge
P.O. Box 531
Springfield, MO 65801
Phone: 417-887-0927

Expert Modular Consultants, LLC
Robert A. Johnson, President
13103 W. Linebaugh Ave, Ste. 102
Tampa, FL 33626
Phone: 813-336-4930

Missouri Public Service Commission
Manufactured Housing & Modular Units Program

Plan & QC Manual Approval Checklist

Please note that plan approvals will not be processed unless the Manufacturer has a current Certificate of Manufacturer Registration on file with the Missouri Public Service Commission and up-to-date with Seals of Compliance Reports.

Fees:	Mailing Address:	How to Reach Us :
New Plan Approvals - $75 per model Plan Revisions - No fee for simple revisions* Plan Renewals - $75 per model Quality Control Manual Approval - $75 *Note: Other revisions may require the $75 fee. Call to inquire.	Manufactured Housing & Modular Units Program Program Manager P.O. Box 360 Jefferson City, MO 65102	Phone: 800-819-3180 Fax: 573-522-2509 Web Page: www.psc.mo.gov Email: manhouse@psc.mo.gov

New Plan Approvals - Plans are approved for a period of one year and must be renewed each year until production of the models has ceased.

- ☐ Plan Approval Form
- ☐ Plan Review Form
- ☐ Letter from the Third Party Inspection Agency - The letter must list the model and indicate that the model has been approved for the current codes used by the State of Missouri.
- ☐ Set of stamped plans - Each page of plans must be stamped by the Third Party Inspection Agency.
- ☐ Check or money order for the appropriate fee amount. (Make check payable to: Director of Revenue)

Revisions – Simple Revisions

- ☐ Plan Approval Form
- ☐ Plan Review Form
- ☐ Copy of the Plan Approval Form stamped with the State of Missouri PSC Stamp from the prior approval.
- ☐ Letter from the Third Party Inspection Agency - The letter must list the model and indicate that the model has been approved for the current codes used by the State of Missouri.
- ☐ One set of stamped plan revisions - Each page of the plan revision must be stamped by the Third Party Inspection Agency.

Plan Renewals - Choose Option 1 or Option 2

Plans will be approved for a period of one year and must be renewed each year until production of those models has ceased.

Option 1

- ☐ Plan Approval Form
- ☐ Plan Review Form
- ☐ Letter from the Third Party Inspection Agency - The letter must list the model and indicate that the model has been approved for the current codes used by the State of Missouri.
- ☐ Set of stamped plans - Each page of plans must be stamped by the Third Party Inspection Agency.
- ☐ Check or money order for the appropriate fee amount. (Make check payable to: Director of Revenue)

Option 2 (This option can be used ONLY if no changes have been made to the plan since last approval/)

- ☐ Copy of the Plan Approval Form stamped with the State of Missouri PSC "Approved" stamp from the prior approval year.
- ☐ New Plan Approval Form
- ☐ Plan Review Form
- ☐ Letter from the Third Party Inspection Agency; the letter must list the models and indicate they have been approved for the current codes used by the State of Missouri.
- ☐ Check or money order for the appropriate fee amount. (Make check payable to: Director of Revenue)

Quality Control Manual (QC Manual)

The QC Manual will be approved for a period of one year.
Approval of the QC Manual should coincide with the Manufacturer Certificate of Registration Application process.

- ☐ Plan Approval Form
- ☐ Plan Review Form
- ☐ Letter from the Third Party Inspection Agency - The letter must indicate the QC Manual has been approved for the current codes used by the State of Missouri.
- ☐ Stamped copy of the QC Manual; each page of the Manual must be stamped by the Third Party Inspection Agency. Additional set required if a stamped set is to be returned.
- ☐ Check or money order for the appropriate fee amount. (Make check payable to: Director of Revenue)

Quality Control Renewals - Choose Option 1 or Option 2

Option 1

- ☐ Plan Approval Form
- ☐ Plan Review Form
- ☐ Letter from the Third Party Inspection Agency - The letter must indicate the QC Manual has been approved for the current codes used by the State of Missouri.
- ☐ Stamped copy of the QC Manual; each page of the QC Manual must be stamped by the Third Party Inspection Agency.
- ☐ Check or money order for the appropriate fee amount. (Make check payable to: Director of Revenue)

Option 2 (This option can be used ONLY if no changes have been made to the QC Manual since last approval.)

- ☐ Copy of the Plan Approval Form stamped with the State of Missouri PSC "Approved" stamp from the prior approval year (if QC Manual has not changed).
- ☐ New Plan Approval Form
- ☐ Plan Review Form
- ☐ New approval letter from the Third Party Inspection Agency; the letter must indicate the QC Manual has been approved for the codes of the State of Missouri.
- ☐ Check or money order for the appropriate fee amount. (Make check payable to: Director of Revenue)

Missouri Public Service Commission
Manufactured Housing & Modular Units Program

Application for Modular Unit Plan Approvals

Transmittal Number (PSC Office)	Check Number	Check Amount

INSTRUCTIONS

Submit the completed application, plans, & fees to your Third Party to forward to: Manufactured Housing & Modular Units Program P.O. Box 360, Jefferson City, MO 65102 or 200 Madison St., 5th Fl., Jefferson City, MO 65101	**Plan Approval Fees (non-refundable): $75 per model** Make all checks and money orders payable to: **Missouri Director of Revenue**	**How to reach us:** **Phone:** 800-819-3180 **Fax:** 573-522-2509 **Web Page:** www.psc.mo.gov

MANUFACTURER INFORMATION

Must use the actual facility name & address where the model will be produced.

Registration Number:	Registration Expiration Date:
Manufacturer's Name:	
Contact Name:	Email Address:
Mailing Address:	Physical Location:
City/State/Zip:	
Phone Number:	Fax Number:

THIRD PARTY INSPECTION AGENCY INFORMATION

NOTE: A letter from the authorized representative approving models listed below must be attached to this Plan Approval Form.

Third Party Agency:	
Contact Name:	Email Address:
Mailing Address:	
City/State/Zip:	
Phone Number:	Fax Number:

DEALER OR CONSUMER INFORMATION

Attach additional sheets if necessary.

Dealer or Consumer Name:	Dealer Registration #:
Physical Address:	Dealer Email Address:
City/State/Zip:	Phone Number:

MODEL INFORMATION

Please list the models to be approved below.

NOTE: Plans are approved for a period of one year and must be renewed each year until production of the model has ceased.

Please indicate ✓					
New Model	Model Revision	Model Renewal	Model Name	Model Destination- **COMPLETE ADDRESS REQUIRED** (Street Address, City, State & Zip Code)	Seismic Design Category

New models constructed **after March 30, 2018**, shall be constructed to the criteria set forth in the 2015 International Building Code, the 2015 International Plumbing Code, the 2015 International Mechanical Code, the 2015 International Residential Code, 2015 International Fuel Gas Code, and the 2014 National Electric Code NFPA. Current models approved **prior to March 30, 2018**, are good until October 1, 2018.

According to the Public Service Commission's Rules 4CSR 240-123.010(I) governing modular units, modular units must be completed structures and must be tagged with a code compliance seal before being shipped and sold in the State of Missouri. Questions, please contact us at the above phone number.

SIGNATURE

Authorized Company Official	
Title	Date

Missouri Public Service Commission

MANUFACTURED HOUSING DEPARTMENT

SEALS OF COMPLIANCE

Reporting Period: (Month/Year)	**Registration Number:** (As indicated on Certificate of Registration)
Manufacturer Name:	
Facility Address:	

This form must be used in reporting and certifying units to the Missouri Manufactured Housing & Modular Units Program. The report is to be sent to the Manufactured Housing & Modular Units Program using the following email address: **MHreports@psc.mo.gov**. The form can also be faxed to 573-522-2509. A copy should be retained by the manufacturer.

This report must be received by our office by the tenth day of the following month that is due.

Serial Number	Seal Number	Date of Manufacture	Model	Size	Date Shipped	Dealer/Consumer Name	Dealer/Consumer Address

Certification for Modular Manufacturers

I hereby certify that the modular unit(s) as described herein have been constructed in compliance with the following:

- New models constructed **after March 30, 2018**, shall be constructed to the criteria set forth in the 2015 International Building Code, the 2015 International Plumbing Code, the 2015 International Mechanical Code, the 2015 International Residential Code, 2015 International Fuel Gas Code, and the 2014 National Electric Code NFPA.
- Current models approved **prior to March 30, 2018**, are good until October 1, 2018.

Signature:	**Date:**

Revised: 5/16/16

Missouri Public Service Commission
Manufactured Housing & Modular Unit Program
Plan Review Form

To be completed by the Third Party Agency.

We, the Third Party Agency, have reviewed and approved plans from:

Manufacturer Name
Project Name
Job Number
Number of Units
Location of Project (Exact Location Required)

This unit meets or exceeds the:

- 2015 International Building Code (IBC)
- 2015 International Residential Code (IRC)
- 2015 International Plumbing
- 2015 International Mechanical Code
- 2015 International Fuel Gas Code
- 2014 National Electric Code (NFPA)

Seismic Design Category (Please specify)

An on-line inspection for compliance will be completed for the above units.

Third Party Name	
Address	
Phone	Fax
Contact Email Address:	
Representative Name:	Representative Title

Please send the complete plan approval submission to:
(See Plan Approval Checklist for Submission Guidelines)

Mailing Address:

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

Phone: 800-819-3180
Fax: 573-522-2509

Street Address:

Missouri Public Service Commission
Manufactured Housing & Modular Unit Program
200 Madison Street, Suite 500
Jefferson City, MO 65101

Web Address: www.psc.mo.gov

This form must accompany the plan approval form as well as any other required documentation and fees.

Revised: 5/10/18

Missouri Public Service Commission
Manufactured Housing & Modular Units Program

Application for Seals Certifying Compliance with Modular Unit Standards

Instructions

- Current registration must be on file or seals cannot be processed.
- Fill the form out completely and legibly.
- Enclose a check or money order made payable to the "Missouri Director of Revenue".
- Please allow five (5) to seven (7) working days for seals to be processed. Seal requests are processed in the order that they are received.
- Call the Manufactured Housing & Modular Units Program at 800-819-3180, if you have questions.

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

Physical Location:
Missouri Public Service Commission
Manufactured Housing & Modular Units Program
200 Madison Street, Suite 500
Jefferson City, MO 65101

Transmittal Number (PSC Office Use)	Check Number	Check Amount

Manufacturer Information

Registration Number (Refer to current Certificate of Registration)	Registration Expiration Date:
Manufacturer Name	
Contact Name	Email Address
Manufacturer Address (Must provide a physical address - Cannot send to a P.O. Box. Seals will be shipped via Certified Mail)	
Manufacturer City/State/Zip	
Phone Number	
Fax Number	

Seal Information

Number of seals being requested		**Note** - Manufacturers must complete a Seals of Compliance Form each month to report seals assigned. If no seals were assigned for a given month, the manufacturer must still submit a Seals of Compliance form each month stating that no seals were assigned. These reports are due on the 10th day of the following month. A separate form for each month must be submitted.
Non-refundable fee per seal ($110 per seal effective February 3, 2003)	$110/ea	
Amount Enclosed	**$**	

Certification

I, the undersigned, under penalty for false statement, do hereby certify that I am an owner or officer of the Applicant and that the above information is true and correct. I hereby certify that the seals applied for herein will be affixed only to Modular Units which comply with the following:

- Models constructed **after March 30, 2018**, shall be constructed to the criteria set forth in the 2015 International Building Code, the 2015 International Plumbing Code, the 2015 International Mechanical Code, the 2015 International Residential Code, 2015 International Fuel Gas Code, and the 2014 National Electric Code NFPA.
- Current models constructed **prior to March 30, 2018**, are good until October 1, 2018.

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 30, 2018, Modular units are to be built to comply with other standards as adopted by the Commission; the criteria set forth by the 2015 International Building Code, the 2015 International Plumbing Code, the 2015 International Mechanical Code, the 2015 International Residential Code, 2015 International Fuel Gas Code, and the 2014 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.

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.

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.

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.