

**Manufactured Structures
Dealer License Application**
Oregon Department of Consumer & Business Services
Division of Finance & Corporate Securities



Mail application with payment to:
DCBS Fiscal Services
P.O. Box 14610
Salem, OR 97309-0445

350 Winter St. NE, Rm. 410, Salem, Oregon 97301-3881
Mailing address: P.O. Box 14480, Salem, OR 97309-0405
(503) 378-4140 • Fax: (503) 947-7862 • TTY: (503) 378-4100
<http://dfcs.oregon.gov>

DEPARTMENT USE ONLY	
<input type="checkbox"/> Approved <input type="checkbox"/> Denied	Date:
Signature:	

Please complete all steps before submitting your application and refer to the checklist at the end of this form.

STEP 1: APPLICANT INFORMATION			
Legal name of applicant (sole proprietorship, partnership, corporation, or LLC):		Oregon Registry no.:	
Business name of applicant (DBA/ABN):		FEIN:	
Type of entity: <input type="checkbox"/> Sole proprietorship <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation of the state of _____ <input type="checkbox"/> LLC			
Business street address:			
City:		State:	ZIP:
Phone: ()	Fax: ()		E-mail:
Business mailing address:			
City:		State:	ZIP:
<i>If the applicant is a sole proprietorship or partnership, complete this section.</i>			
Name of sole proprietor or partner:		Social Security no. (required):	
Residence address:			
City:		State:	ZIP:
Phone: ()	Fax: ()		E-mail:
STEP 2: CONTACT PERSON			
<i>Provide the name and address of a contact person.</i>			
Name:		Relationship to applicant:	
Address:			
City:		State:	ZIP:
Phone: ()	Fax: ()		E-mail:

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The fee for a manufactured structures dealer license is \$542. The license is valid for three years from the date of issue.

<input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> Discover	Phone: _____
Credit card number	Expiration date
Name of cardholder as shown on credit card	
Cardholder signature	\$ _____ Amount

Make check or money order payable to Department of Consumer & Business Services. If paying by credit card, applicant must sign credit card information box. Do **not** send cash.

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STEP 3: REAL ESTATE BROKER INFORMATION

If the applicant is a licensed real estate broker, complete this section.

Name on broker license:

Type of broker: Sole practitioner broker Principal broker License no.: Expiration date:

STEP 4: TYPES OF MANUFACTURED STRUCTURES SOLD

Applicant will sell new manufactured structures: Yes No Applicant will sell used manufactured structures: Yes No

Applicant will sell new recreational vehicles (RVs): Yes No

If applicant will sell new RVs wider than 8.5 feet, state the street address of the RV service facility:

Facility address: Phone: ()

City: State: ZIP:

STEP 5: NAMES, ADDRESSES, AND SIGNATURES OF OWNERS

Print the names of owners, partners, or corporate officers. A Social Security number is required for each person. If there are more than five owners or corporate officers, copy this page as needed and attach to the application.

Additional page(s) attached and submitted as part of this application: Yes No

Name: Title:

Signature:

Residence address:

City: State: ZIP:

Phone: () Date of birth: Social Security no. (required):

Name: Title:

Signature:

Residence address:

City: State: ZIP:

Phone: () Date of birth: Social Security no. (required):

Name: Title:

Signature:

Residence address:

City: State: ZIP:

Phone: () Date of birth: Social Security no. (required):

Name: Title:

Signature:

Residence address:

City: State: ZIP:

Phone: () Date of birth: Social Security no. (required):

Name: Title:

Signature:

Residence address:

City: State: ZIP:

Phone: () Date of birth: Social Security no. (required):

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STEP 6: SUPPLEMENTAL LICENSES

An applicant for a manufactured structures dealer license must apply for a manufactured structures dealer supplemental license if the applicant is going to open an additional place of business under the same business name. The applicant must submit a Manufactured Structures Dealer Supplemental License Application (Form 440-2963) for each additional place of business.

Applicant is submitting a supplemental license application: Yes No

STEP 7: BOND OR LETTER OF CREDIT REQUIREMENT

A bond, in the amount of \$40,000 for each year the license is valid, or a letter of credit must be submitted before the Division of Finance and Corporate Securities issues a license. The bond must be submitted on a Division of Finance and Corporate Securities surety bond form (440-2966). Give the form to your insurance agent. When the agent returns the form, sign it and submit the original and power of attorney with your application.

STEP 8: OTHER LICENSES

If applicant is or has been licensed as a manufactured structures dealer in another state, provide the following information:

State:	License no.:
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Applicant has been suspended, revoked, or placed on probation: Yes No

STEP 9: AFFIDAVIT OF APPLICANT

Read the following statements, check each box, sign, and date.

- 1. The applicant will act as a manufactured-structures dealer and will conduct business at the location stated on this application.
- 2. If the street address of the applicant's business is in a residential zone, all manufactured structures sold or displayed at that address will meet any architectural and aesthetic standards regulating the placement of manufactured structures in that residential zone.
- 3. If the applicant will offer for sale new recreational vehicles greater than 8.5 feet in width, the applicant will maintain a recreational-vehicle service facility for those recreational vehicles at a street address provided on this application.
- 4. The information on this application is complete and correct.
- 5. I am authorized to sign this application.

Signature and printed name and title of sole proprietor, partner, corporate officer, or LLC member:

Signature:	Date:
Print name:	Title:

STEP 10: APPLICANT CHECKLIST

- 1. Application form completed
- 2. Signatures of all owners obtained
- 3. Supplemental pages listing additional owners enclosed, if applicable
- 4. Supplemental license application(s) enclosed, if applicable
- 5. Surety bond or letter of credit enclosed
- 6. Applicant signed surety bond
- 7. Payment of fee enclosed
- 8. Affidavit signed by authorized person