



## MANUFACTURED STRUCTURES LICENSE REPORT OF EXAMINATION

I examined the licensee at the following location: \_\_\_\_\_ Exam date: \_\_\_\_\_

Licensee name: \_\_\_\_\_ MSD#: \_\_\_\_\_

Street address: \_\_\_\_\_

City, state, ZIP: \_\_\_\_\_

I reviewed my examination findings and recommendations with the licensee. Corrections made during the examination are noted. Following are my findings on the documents examined:

### Licensing and locations

1. Is the current Oregon manufactured structures dealers license displayed?.....  Yes  No
2. Does the licensee have branch-office locations? .....  Yes  No
3. Are all branch offices properly licensed? .....  Yes  No
4. Are addresses current with the Division of Finance and Corporate Securities? .....  Yes  No
5. Has there been any change in ownership or control? .....  Yes  No
6. a. Does the licensee sell recreational vehicles greater than 8 ½ feet in width? ORS 446.686(h) .....  Yes  No  
b. Does the licensee have an affidavit stating it maintains an RV service facility? .....  Yes  No

### Sales practices:

7. Does the licensee consign manufactured structures? .....  Yes  No
8. Does the licensee sell new manufactured structures? .....  Yes  No
9. Does the licensee sell used manufactured structures? .....  Yes  No
10. Is the contract a consignment?  Yes  No  New structure?  Used structure?

Buyer: \_\_\_\_\_

11. Concerning lock agreements:

- a. Does the file contain evidence that the seller is either a licensed MSD or the owner/interest holder of the structure? .....  Yes  No
- b. If an interest holder, does the file contain evidence of a repossession action?.....  Yes  No
- c. Does the file contain a fee/term agreement signed by the consignor? .....  Yes  No
- d. Does the agreement contain required complaint language (ORS 446.751(e))?.....  Yes  No
- e. Does the file demonstrate payment to the consignor within 10 days? .....  Yes  No
- f. Does the file or contract language clearly state how the consignor will be paid?.....  Yes  No
- g. Does the file contain the required disclosure document per 446.671(h)? .....  Yes  No
- h. Does the file clearly demonstrate that ownership documents were transferred?.....  Yes  No

**Sale of new structure:**

- j. Does the file contain the required disclosure statement per OAR 918-500-0040? .....  Yes  No
- k. Does the file contain evidence that ownership was transferred after sale?.....  Yes  No

**Sale of used structure:**

- 12. Does the file contain a record of the purchase, sale, or exchange of the dealer's receipt for purpose of sale? .....  Yes  No
- 13. Does the file contain evidence of both the seller and owner?.....  Yes  No
- 14. Does the file contain evidence that the dealer verified ownership of the structure at the time of purchase? .....  Yes  No
- 15. Does the file demonstrate that the dealer satisfied all financial interests by the sellers within 15 days? .  Yes  No

**Compliance with DOJ rule OAR 137-020-0550:**

- 16. Does the purchase agreement include a base price? .....  Yes  No
  - a. Does the purchase agreement include an itemization of those options ordered by the buyer? .....  Yes  No
  - b. Does the purchase agreement include an itemization of the alterations and upgrades made by the dealer or by a third party? .....  Yes  No
  - c. Does the purchase agreement include an itemization of those improvements provided by the dealer?  Yes  No
  - d. Does the purchase agreement include the buyer's name, phone numbers, and address? .....  Yes  No
  - e. Does the purchase agreement include the dealer's name, dealer number, and fax number? .....  Yes  No
  - f. Does the purchase agreement include a description of the dwelling, whether it's new or used and its floor area?.....  Yes  No
  - g. Does the purchase agreement include the delivery site? .....  Yes  No
- 17. Does the file contain the list of consumer protection agencies with a signed receipt by the borrower?...  Yes  No
- 18. Does the purchase agreement contain the written disclosure required by DOJ? .....  Yes  No

**Comments and recommendations**

This completes my examination report.

Respectfully,

Examiner's signature: \_\_\_\_\_

Examiner's name: \_\_\_\_\_ Date: \_\_\_\_\_