

DEPARTMENT OF BUSINESS & INDUSTRY
NEVADA HOUSING DIVISION
MANUFACTURED HOUSING
1830 E College Parkway, Suite 120
Carson City, Nevada 89706
Phone: (775) 684-2940 Fax: (775) 684-2949

Application for Initial Serviceperson/Salesperson License

Specialty Serviceperson

Salesperson

General Serviceperson

Without Install

With Install

	Specialty Serviceperson	Salesperson	General Serviceperson
Fee	\$450	\$200	\$450
		Exam	Exam
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Provide copies of	Any similar licenses issued by other states. Send a copy for each state, if applicable.		Any similar licenses issued by other states. Send a copy for each state, if applicable.
Provide copies of	Certified copy of partnership agreement, articles of organization, or articles of Inc.		Certified copy of partnership agreement, articles of organization, or articles of Inc.

Required documentation continued on next page

	Specialty Serviceperson	Salesperson	General Serviceperson
Provide copies of	Certificate of Fictitious Firm Name (if applicable)		Certificate of Fictitious Firm Name (if applicable)
Provide copies of	Certificate of Liability Insurance		Certificate of Liability Insurance
Provide copies of	Financial Statement		Financial Statement
Provide copies of	Prior Year Tax Return		Prior Year Tax Return
Provide copies of	Local business license (County or City where the business is located)		Local business license (County or City where the business is located)
Provide copies of	Nevada State Contractors Board License/Certificate (pocket card is not acceptable)		

Payment Information: Make all checks payable to Nevada Housing Division or use the credit card/eCheck payment portal under the Manufactured Housing tab.

Mail items of license you are applying for to the address below.

Working without a license is unlawful and may subject you, your business, and each individual licensee to disciplinary action.

PERSONAL DATA: (Please print clearly)

Applicant's Name: _____

Home Address: (Street/City/St/Zip) _____

Social Security #: _____ Date of Birth: _____ Home Phone: _____

Personal E-mail address: _____ Cell Phone: _____

COMPANY DATA: (Please print clearly)

Name: _____ County _____

DBA- As it appears on the fictitious firmname certificate: _____

Physical Address: _____ Email: _____

Mailing Address: _____ Phone: _____

By signature below I authorize release of information to the Department of Business and Industry, Manufactured Housing Division. I hereby declare that the details furnished above are true and correct to the best of my knowledge and belief. I undertake to inform you of any changes therein, immediately. If any of the above information is found to be false, untrue, misleading or misrepresenting, I acknowledge that I may be held personally liable for it.

Signature: _____ Date: _____

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AUTHORIZATION FOR RELEASE OF CONFIDENTIAL INFORMATION

1. I hereby authorize and request all law enforcement agencies, business associates, bank and lending institutions, any credit bureau, past or present employer(s), tax agencies including the IRS, to whom this request is presented, and that have information relating to or concerning me, to furnish such information to a duly authorized investigator of Manufactured Housing.
2. I hereby authorize and request all persons, to whom this request is presented, having documents relating to or concerning me, to permit a duly authorized investigator of Manufactured Housing to review and copy any such documents.
3. In regards to a brokerage firm, bank, savings and loan, credit union, credit bureau, or other financial institution, or an officer of same, I hereby authorize and request that a duly authorized investigator of Manufactured Housing be permitted to review and obtain copies of any and all documents, records or correspondence pertaining to me, including but not limited to past loan information, notes cosigned by me, checking account records, trust account records, passbook records, credit records and general ledger folio sheets.
4. I understand that I am seeking the granting of a privileged license and acknowledge that the burden of proving my qualifications for a favorable determination is at all times on me. I accept any risk of financial loss which may result from action of Manufactured Housing with respect to this application.
5. I do, for myself, my heirs, executors, administrators, successors and assigns, hereby release, remise and forever discharge the person to whom this request is presented, and his agents and employees, known or unknown, in law or equity which I ever had, now have, may have or claim to have against the person to whom this request is presented, or his agents or employees, arising out of or by reason of releasing the information set forth in paragraphs 1 and 3 above.

I declare that I will faithfully comply with all the statues and regulations of the State of Nevada pertaining to the conduct of the Department of Business and Industry, Manufactured Housing Division.

Signature of Applicant: _____

State of _____ County of _____

Subscribed and sworn to before me, _____ the undersigned Notary Public,
Name of Notary Public

this _____ day of _____, 20____ by _____.
Name of person whose signature is being notarized

 Signature of Notary Public



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BACKGROUND DISCLOSURE STATEMENT

Please read carefully: If you misrepresent or omit any information, your application may be denied.

CRIMINAL BACKGROUND - The information you provide will be compared to the criminal history reports we receive from the Nevada DPS Criminal History Repository and the Federal Bureau of Investigation. Having been convicted of a crime does not automatically mean your application will be denied. When reviewing prior criminal convictions, the Division considers the seriousness of the crime, the date of the conviction, and any evidence of rehabilitation the applicant submits. If you are not certain of your criminal history, we recommend that you contact the FBI and the Nevada Department of Public Safety to confirm your criminal history before responding.

FBI: <https://www.fbi.gov/about-us/cjis/identity-history-summary-checks/submitting-an-identity-history-summary-request-to-the-fbi>

DPS: http://gsd.nv.gov/uploadedFiles/gsdnv.gov/content/Home/Features/DPS_006_Form112015.pdf

If you answer "Yes" to questions 1 or 2, you **must** submit the attached Criminal History Disclosure Form for each conviction.

YES NO

1. Have you **ever** been **convicted** of a misdemeanor, gross misdemeanor, or felony?

2. Have you **ever** been **convicted** of fraud, forgery, embezzlement, obtaining money under false pretenses, larceny, extortion, conspiracy to defraud or any crime involving moral turpitude, or violence against another person?

BUSINESS – If you answer "Yes," to either of the questions below, please provide a copy of the administrative order or explanation of the license suspension, revocation or denial.

3. Have you or any business in which you are or were an owner, partner, officer or director ever been involved in an administrative proceeding regarding any professional occupational license?

4. Has any license issued to you or any partnership or corporation of which you were a member or officer by any public authority been suspended, revoked, or denied?

BANKRUPTCY - If "Yes," please provide a copy of the Bankruptcy Discharge document.

5. Have you ever filed bankruptcy or has a bankruptcy been filed against you in the last 7 years?

CITIZEN – If you answer "No," to the question below, please provide proof of eligibility to work in the United States. Copies of Department of Immigration and Naturalization documents are accepted.

6. Are you a citizen of the United States of America?

Signature of Applicant: _____

State of _____ County of _____

Subscribed and sworn to before me, _____ the undersigned Notary Public,
(Name of Notary Public)

this _____ day of _____, 20____ by _____
(Name of person whose signature is being notarized)

(Signature of Notary Public)

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CRIMINAL HISTORY DISCLOSURE FORM

Please complete one form for **each** conviction, regardless of when the crime was committed. Attach all supporting documents related to the arrest, charge and conviction. Complete **all** fields of this form.
If there are no incidents or activity to report, please write "none" in each field.

Date of Arrest:	
Arresting Agency:	
City and State arrest took place:	
Disposition:	
Sentence (Incarceration and/or fines paid):	
Court Case or Docket Number (if available):	
Explanation of the incident: (if no incidents to report, please write "none")	

Failure to report a conviction is considered falsification of the application and may result in the denial of your application.

If "none" was written in each field, please still print and sign your name.

Printed Name: _____ Date: _____

Signature: _____



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INSTRUCTIONS FOR OBTAINING FINGERPRINTS

This form must be submitted with your application packet.

Pursuant to the provisions in NRS 489.321 (1)(d) and NRS 489.341 (1)(d), all applicants are required to submit a complete set of fingerprints for the purpose of conducting a criminal background check. There are two ways to submit your fingerprints.

- 1. Electronic Submittal** - To find a list of currently approved privately owned fingerprint agencies, go to the Department of Public Safety website.

This form must be signed by a representative of the fingerprint agency and submitted with your application packet.

- ORI: NV920360Z
- MISCELLANEOUS NO. MNU: 880142 *This is a non-billable account*
The applicant must pay the fingerprinting agency directly.
- REASON FINGERPRINTED:
 - NRS 489.321 - If applying for a Serviceperson, Dealer or Manufacturer’s License
 - NRS 489.341 - If applying for a Salesperson or RME License

To be completed by the Fingerprint Agency

NAME OF FINGERPRINT AGENCY: _____

FINGERPRINTS OF _____ HAVE BEEN TAKEN AND SENT TO THE NEVADA CENTRAL REPOSITORY.

DATE: _____ TCN#: _____

SIGNATURE OF FINGERPRINT REPRESENTATIVE: _____

All applicants who do not reside in the State of Nevada or live in a rural area, you must obtain your fingerprints in the following manner:

- 2. Manual Submittal** –Contact your local law enforcement agency to determine their fingerprinting fees and scheduling process. When submitting your application packet to Manufactured Housing, include (2) FBI fingerprint cards and a cashier’s check or money order, made payable to the Department of Public Safety (DPS), for **\$40.25**. A personal or company check will not be accepted. Do not forget to sign the fingerprint card on the appropriate line in the upper left corner.



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CHILD SUPPORT STATEMENT

NRS 489.342 Payment of child support: Statement by applicant for license; grounds for denial of license; duty of Division. [Effective until the date of the repeal of the federal law requiring each state to establish procedures for withholding, suspending and restricting the professional, occupational and recreational licenses for child support arrearages and for noncompliance with certain processes relating to paternity or child support proceedings.]

1. A natural person who applies for the issuance or renewal of a manufacturer’s, dealer’s, distributor’s, general serviceperson’s, specialty serviceperson’s, salesperson’s or responsible managing employee’s license shall submit to the Division the statement prescribed by the Division of Welfare and Supportive Services of the Department of Health and Human Services pursuant to [NRS 425.520](#). The statement must be completed and signed by the applicant.

2. The Division shall include the statement required pursuant to subsection 1 in:

- (a) The application or any other forms that must be submitted for the issuance or renewal of the license; or
- (b) A separate form prescribed by the Division.

3. A manufacturer’s, dealer’s, distributor’s, general serviceperson’s, specialty serviceperson’s, salesperson’s or responsible managing employee’s license may not be issued or renewed by the Division if the applicant is a natural person who:

- (a) Fails to submit the statement required pursuant to subsection 1; or
- (b) Indicates on the statement submitted pursuant to subsection 1 that the applicant is subject to a court order for the support of a child and is not in compliance with the order or a plan approved by the district attorney or other public agency enforcing the order for the repayment of the amount owed pursuant to the order.

4. If an applicant indicates on the statement submitted pursuant to subsection 1 that the applicant is subject to a court order for the support of a child and is not in compliance with the order or a plan approved by the district attorney or other public agency enforcing the order for the repayment of the amount owed pursuant to the order, the Division shall advise the applicant to contact the district attorney or other public agency enforcing the order to determine the actions that the applicant may take to satisfy the arrearage.

Please mark the appropriate statement. Failure to mark one of the three will result in denial of the application.

_____ I am not subject to a court order for the support of a child.

_____ I am subject to a court order for the support of one or more children and am in compliance with the order or am in compliance with a plan approved by the district attorney or other public agency enforcing the order for the repayment of the amount owed pursuant to the order; or

_____ I am subject to a court order for the support of one or more children and am not in compliance with the order or a plan approved by the district attorney or other public agency enforcing the order for the repayment of the amount owed pursuant to the order.

 Print Name

 Signature of Applicant

 Date

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Fingerprint Background Waiver

As an applicant who is the subject of a Federal Bureau of Investigation (FBI) fingerprint-based criminal history record check for a noncriminal justice purpose you have certain rights which are discussed below.

1. You must be notified by State of Nevada Housing Division that your fingerprints will be used to check the criminal history records of the FBI and the State of Nevada.
2. If you have a criminal history record, the officials making a determination of your suitability for the job, license or other benefit for which you are applying must provide you the opportunity to complete or challenge the accuracy of the information in the record. You may review and challenge the accuracy of any and all criminal history records which are returned to the submitting agency. The proper forms and procedures will be furnished to you by the Nevada Department of Public Safety, Records Bureau upon request. If you decide to challenge the accuracy or completeness of your FBI criminal history record, Title 28 of the Code of Federal Regulations Section 16.34 provides for the proper procedure to do so:

16.34 - Procedure to obtain change, correction or updating of identification records.

If, after reviewing his/her identification record, the subject thereof believes that it is incorrect or incomplete in any respect and wishes changes, corrections or updating of the alleged deficiency, he/she should make application directly to the agency which contributed the questioned information. The subject of a record may also direct his/her challenge as to the accuracy or completeness of any entry on his/her record to the FBI, Criminal Justice Information Services (CJIS) Division ATTN: SCU, Mod. D-2, 1000 Custer Hollow Road, Clarksburg, WV 26306. The FBI will then forward the challenge to the agency which submitted the data requesting that agency to verify or correct the challenged entry. Upon the receipt of an official communication directly from the agency which contributed the original information, the FBI CJIS Division will make any changes necessary in accordance with the information supplied by that agency.

3. Based on 28 CFR § 50.12 (b), officials making such determinations should not deny the license or employment based on information in the record until the applicant has been afforded a reasonable time to correct or complete the record or has declined to do so.
4. You have the right to expect that officials receiving the results of the fingerprint-based criminal history record check will use it only for authorized purposes and will not retain or disseminate it in violation of federal or state statute, regulation or executive order, or rule, procedure or standard established by the National Crime Prevention and Privacy Compact Council.

5. I hereby authorize Nevada Housing Division, Manufactured Housing, to submit a set of my fingerprints to the Nevada Department Public Safety, Records Bureau for the purpose of accessing and reviewing State of Nevada and FBI criminal history records that may pertain to me.

In giving this authorization, I expressly understand that the records may include information pertaining to notations of arrest, detainments, indictments, information or other charges for which the final court disposition is pending or is unknown to the above referenced agency. For records containing final court disposition information, I understand that the release may include information pertaining to dismissals, acquittals, convictions, sentences, correctional supervision information and information concerning the status of my parole or probation when applicable.

6. I hereby release from liability and promise to hold harmless under any and all causes of legal action, the State of Nevada, its officer(s), agent(s) and/or employee(s) who conducted my criminal history records search and provided information to the submitting agency for any statement(s), omission(s), or infringement(s) upon my current legal rights. I further release and promise to hold harmless and covenant not to sue any persons, firms, institutions or agencies providing such information to the State of Nevada on the basis of their disclosures. I have signed this release voluntarily and of my own free will.

A reproduction of this authorization for release of information by photocopy, facsimile or similar process, shall for all purposes be as valid as the original.

In consideration for processing my application I, the undersigned, whose name and signature voluntarily appears below; do hereby and irrevocably agree to the above.

Applicant's Name: (Please Print): _____

Address: (Please Print): _____

Applicant's Signature:

_____ Date: _____

For Official Use Only

Submitting Agency: State of Nevada Housing Division

Address: _____

Agency Representative: _____

Agency Representative Signature: _____ Date: _____



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Veteran Status Verification

YES NO

1. Have you ever served on active duty in the Armed Forces of the United States?
- If you answered "Yes" to the question above, were you separated from such service under conditions other than honorable?
-

2. Have you ever been assigned to duty for a minimum of 6 continuous years in the National Guard or a reserve component of the Armed Forces of the United States?
- If you answered "Yes" to the question above, were you separated from such service under conditions other than honorable?
-

3. Have you ever served the Commissioned Corps of the United States Public Health Service or the Commissioned Corps of the National Oceanic and Atmospheric Administration of the United States in the capacity of a commissioned officer while on active duty in defense of the United States?
- If you answered "Yes" to the question above, were you separated from such service under conditions other than honorable?



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**CERTIFICATE OF EMPLOYMENT
 FOR A RESPONSIBLE MANAGING EMPLOYEE (RME) OR SALESPERSON**

To be completed by the owner or corporate officer of the Manufactured Housing licensed company, hiring the Responsible Managing Employee or Salesperson.

Please check the box that applies:

- NRS 489.341(1)(b) Hiring a Responsible Managing Employee or Salesperson
- NRS 489.305(2) Designating a Responsible Managing Employee to supervise a branch office
- NRS 489.341(6) Transferring a license of a Responsible Managing Employee or Salesperson within 10 days of the employee leaving their previous employer. The employee may not act as a Responsible Managing Employee or Salesperson until Manufactured Housing has received this form with the **\$10 transfer fee.**

Name of RME or Salesperson: _____

Licensed Company: _____ MH License #: _____

Address of Company: _____
This is the location where the employee will be working

CITY STATE ZIP

Office phone number, where the employee will be working: _____

I, _____ of _____
PRINT – Owner or Corporate Officer of the Company PRINT - Name of Company

certify that it is my intent to employ the above named applicant. If a license is issued to the applicant, I will supervise his/her activities while he/she is employed by me.

 Signature

 Date

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EVIDENCE OF EXPERIENCE AND KNOWLEDGE

NAC 489.310 (2) An applicant may demonstrate his experience and knowledge by submitting to the Division:
 (a) Evidence of his prior employment or other experience in the occupation for which the applicant wishes to obtain a license; or (b) Proof that he has completed not less than 30 semester hours in courses of study which are approved by the Division.

NRS 489.341 (1)(b) An applicant for a license as a responsible managing employee shall submit proof of 2 years experience within the previous 4 years in the business in which the applicant is seeking to be licensed as a responsible managing employee.

Complete each section of this form for any work history or courses relative to the license you are applying for.

Date From/To:	
Name of Employer and Supervisor:	
Address and Phone of Employer:	
Detailed description of duties:	
Date From/To:	
Name of Employer and Supervisor:	
Address and Phone of Employer:	
Detailed description of duties:	
Date From/To:	
Name of Employer and Supervisor:	
Address and Phone of Employer:	
Detailed description of duties:	

OR

NAC 489.310(2)(b) or Proof that he has completed not less than 30 semester hours in courses of study which are approved by the Division.

Date From/To:	Completed courses relative to this license:	Name of online source or name of school where class was taken:
Date From/To:	Completed courses relative to this license:	Name of online source or name of school where class was taken:



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CERTIFICATION OF KNOWLEDGE AND UNDERSTANDING FOR A SPECIALTY SERVICEPERSON

NRS 489.351 Examination of applicant for license; waiver for specialty serviceperson in certain circumstances.

2. The Administrator may waive the examination required pursuant to subsection 1 for an applicant

for a license as a specialty serviceperson if:

- (a) The applicant holds another valid license issued by this State; and
- (b) The services performed by the applicant pursuant to that license are substantially similar to the services to be performed by the applicant as a specialty serviceperson.

As an applicant for a Specialty Serviceperson License with Manufactured Housing,
 I certify that I understand and am knowledgeable of:

_____ 24 CFR part 3280 Manufactured Home Construction and Safety Standards
 (Initial) http://www.access.gpo.gov/nara/cfr/waisidx_99/24cfr3280_99.html

_____ The Nevada Revised Statutes (NRS), Chapter 489
 (Initial) <http://www.leg.state.nv.us/nrs/NRS-489.html>

_____ The Nevada Administrative Code (NAC), Chapter 489
 (Initial) <http://www.leg.state.nv.us/NAC/NAC-489.html>

_____ The Nevada Manufactured Home, Mobile Home and Commercial Coach
 (Initial) Installation Standards (Third Edition)
http://mhd.nv.gov/uploadedFiles/mhdnvgov/Content/Inspections/Installation_Standards.pdf

Name _____
 (PRINT)

Name _____
 (SIGNATURE)

Date _____