



Ohio Manufactured Home Commission

Ohio Manufactured Homes Commission
5100 Parkcenter Avenue, Avenue, Suite 103, Dublin, Ohio 43017
Phone: (614) 734-6010 • Fax: (614) 734-6012
Website: <http://www.omhc.ohio.gov/>

MANUFACTURED HOME SALESPERSON LICENSING INFORMATION & INSTRUCTIONS

WHO NEEDS A LICENSE?

All employees who offer for sale, display for sale or sell manufactured homes for a dealer must be licensed as a salesperson.

Full time or part time salespersons **must** apply for a salesperson's license immediately upon being hired by a licensed manufactured home dealer, and shall be **prohibited** from offering for sale, displaying for sale or selling manufactured homes until such employee is **licensed**. [ORC 4781.16]

Individual owners, partners in a manufactured home dealership, and members of an LLC owning 10% or more are **not** required to have a salesperson's license. Also, the president of a corporation is **not** required to have a salesperson's license however, all other officers who sell manufactured homes must be licensed.

APPLICATION REQUIREMENTS FOR SALESPERSON LICENSE

NEW/FIRST

Persons who have not held a valid Ohio Manufactured Homes Salespersons license during the past (12) months are considered New/First applicants and must submit the following:

- Application for license (OMHC 4300). **All blanks/boxes MUST be completed and legible. Incomplete and/or illegible applications will result in a delay in licensing.**
- All **Ohio** residents **must be electronically fingerprinted** and have the results forwarded to the OMHC, 5100 PARKCENTER AVENUE, SUITE 103, DUBLIN, OH 43017.
Out-of-State applicants may request a fingerprint card from our Licensing Dept. at 614-734-6010. Results must be forwarded to OMHC, 5100 PARKCENTER AVENUE, SUITE 103, DUBLIN, OH 43017.
- \$150.00 licensing fee.

For a complete listing of electronic fingerprint locations in Ohio visit <http://www.ohioattorneygeneral.gov/Business/Services-for-Business/WebCheck/Webcheck-Community-Listing> and click on Popular Services for a complete listing of electronic fingerprint locations in Ohio.

Limited background checks being run by OMHC is for licensing purposes specifically addressed in OAC 4781-11 only.

TRANSFER/REINSTATEMENT

Persons who hold a valid Ohio Manufactured Homes Salespersons License may transfer their license from one licensed dealership to another or reinstate a license if rehired after leaving a dealership by submitting the following:

- Application for license (OMHC 4300). **All blanks/boxes MUST be completed and legible. Incomplete and/or illegible applications will result in a delay in licensing.**
- \$25.00 transfer license fee.

A transfer is not necessary if the salesperson is simply moving to another dealership owned by that same corporation, even if it is located in another county.

RENEWAL AND TRANSFER

Persons who need to renew and transfer their license from one dealership to another, at the same time must submit the following:

- Renewal Application for license (OMHC 4301). **All blanks/boxes MUST be completed and legible. Incomplete and/or illegible applications will result in a delay in licensing.**
- \$150.00 license fee.

DUPLICATE

Persons whose current license is lost, mutilated or destroyed may apply for a duplicate license by submitting the following:

- Application for license (OMHC 4300). **All blanks/boxes MUST be completed and legible. Incomplete and/or illegible applications will result in a delay in licensing.**
- \$25.00 duplicate license fee.

You may pay via credit card (Visa or Mastercard) or make check payable to: ***“Treasurer, State of Ohio”***

FEES ARE NON-REFUNDABLE

IMPORTANT INFORMATION

- If the applicant answers “YES” to any question, the applicant must provide journal entries showing final disposition and a written explanation with the application for license. Failure to do so will result in the delay in issuance of the license.
- Additional information may be required if any arrest shows up on the criminal background check that cannot clearly be identified as not related to dealing in manufactured homes.
- All manufactured homes salespersons licenses expire on the last day of June biennially, every two years.
- The dealer must submit a salesperson termination notice to the Ohio Manufactured Homes Commission, Licensing Dept., immediately if a salesperson leaves his/her employ.

If you have any questions or need applications and/or forms, visit our web site at www.omhc.ohio.gov.