



# Ohio Manufactured Homes Commission

5100 Parkcenter Avenue, Suite 103, Dublin, Ohio 43017

May 2010

## Important Notice Regarding All Licenses for Manufactured Home Dealers, Brokers & their Salespersons (Specifically Used Dealers Selling Used Vehicles and/or Used Manufactured Homes)

Effective July 1, 2010, all manufactured home dealers (new and used), brokers, and their salespersons will be licensed and regulated by the Ohio Manufactured Homes Commission (OMHC). Our Commission has been working very closely with the Bureau of Motor Vehicle (BMV), Dealer Licensing, in order to make this transition as smoothly as possible. **By receiving this notice, it appears that you may be selling used vehicles and/or used manufactured homes.**

If you currently hold a UD permit with BMV and you sell used vehicles, you will continue to hold a UD permit with the BMV for the sale of used automobiles without interruption. **If, however, you sell used manufactured homes as well, it will be necessary for you to fill out the information below so we can add your organization to our licensing system.** We will use the same permit number as your UD license with BMV, except it will be classified as a used manufactured home license (UH) license with our Commission.

**Please fax the information below to 614-734-6012 or mail to the address above by May 31. Failure to respond will cause a lapse in your license to sell used manufactured homes after July 1, 2010 and additional fees may apply.**

\_\_\_\_\_  
Permit/License #

\_\_\_\_\_  
Name on Permit/License #

\_\_\_\_\_  
Address

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Fax Number

\_\_\_\_\_  
Responsible Party for Entity

\_\_\_\_\_  
Email Address

Note: A used motor vehicle dealership may be at the same location as a licensed manufactured home dealership.

**After July 1, 2010 with respect to your license to sell manufactured homes, any changes in your licensing status, address or contact information changes must be reported to our Commission. All forms will be available on our website after June 1 at [www.omhc.ohio.gov](http://www.omhc.ohio.gov) under "Forms". Information will be forthcoming on how to renew your license on-line at least sixty (60) days prior to your next renewal (stated above).**

License renewals with our Commission to sell manufactured homes will take place as follows:

**Dealers (NH and UH) and Brokers (BD)** – all licensees will be renewed with our Commission on March 31, 2011 (regardless of your current expiration).

**Salespersons (SL)** – all licensees will be renewed with our Commission on June 30, 2011 (regardless of your current expiration). **If your permit/license is up for renewal with BMV June 30, 2010, you should renew your license with them in order to be transferred as active to our Commission. Failure to do so could cause a lapse in your license and increased fees.**

**For more information on used motor vehicle licenses, please contact:**

Dealer Licensing Section  
Bureau of Motor Vehicles  
1970 W. Broad Street  
Columbus, Ohio 43232

In-transit Plates & Used Motor Vehicles  
Applications:  
Dealer Licensing Section  
Bureau of Motor Vehicles  
POB 16521  
Columbus, Ohio 43216-6521

614-752-7636 – phone  
614-752-7220 – fax  
[www.OhioAutoDealers.com](http://www.OhioAutoDealers.com)

**For more information on manufactured home sale licensing after July 1, 2010, please contact:**

Ohio Manufactured Homes Commission  
5100 Parkcenter Avenue, Suite 103  
Dublin, Ohio 43017

614-734-6010 - phone  
614-734-6012 - fax  
[www.omhc.ohio.gov](http://www.omhc.ohio.gov)