



# Manufactured Home Dealer License Application Instructions

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FOR OFFICIAL USE

PLEASE PRINT P.O. Box 201431 Helena, MT 59620-1431 • Phone (406) 444-3661 • Fax (406) 444-0116 • [dojdealerinfo@mt.gov](mailto:dojdealerinfo@mt.gov) • [mvdmt.gov](http://mvdmt.gov)

The first page of this application contains information for complying with laws governing the business. The second page contains specific instructions for completing the application. Applicant only needs to submit the last page of this application. It is advised that you keep the first two pages for your files.

A person may not engage in the business of buying, selling, exchanging, accepting on consignment, or acting as a broker of a manufactured home that is not titled in the person's name unless the person is the holder of a manufactured home dealer's license issued by the department. This section does not apply to a person buying, selling, exchanging, accepting on consignment, or acting as a broker of a used manufactured home that is not titled in the person's name (§ 61-12-901, MCA).

**Laws and Regulations for Montana New Manufactured Home dealers can be found at:**  
**[www.legmt.gov/bills/mca/](http://www.legmt.gov/bills/mca/)**

Assigned to dealers authorized to sell any new manufactured home that is covered under a franchise agreement between the licensee and the manufacturer, importer, or distributor of the manufactured home; sell any used manufactured home; negotiate the purchase, sale, or exchange of a manufactured home from another licensed dealer or another person on behalf of a client when the licensee does not store, display, or take ownership of the manufactured home purchased, sold, or exchanged. A license under this section does not apply to a person buying selling, exchanging, accepting on consignment, or acting as a broker of a used manufactured home that is not titled in the person's name.

- A "manufactured home" means a residential dwelling built in a factory in accordance with the United States Department of Housing and Urban Development Code and the federal Manufactured Home Construction and Safety Standards. The term does not include a mobile home or house trailer as defined in § 15-24-201, MCA.

**To be qualified for licensure as a dealer, an applicant must have and/or provide to the department the following:**

- A written application for a manufactured home dealer license on a form prescribed by the department. Any information provided in the license application process is subject to independent verification by the department.
- A permanent non-residential building where sales are made, records are kept and a lot where a minimum of two double-wide units can be displayed.
- A sign stating the name of the business and indicating that manufactured homes are offered for sale, trade or consignment. The letters of the sign must be at least six inches in height and clearly visible and readable to the major avenue of traffic at a minimum distance of 150 feet.
- A bond in the amount of \$50,000 is required. The original bond must be submitted for approval to the department, showing an expiration date of September 30 of the current license year, and must be renewed annually.
- Evidence of compliance with all city/county requirements, as evidenced by written verification signed by the authorized representative of the local land-use or zoning board.
- Telephone service at the established place of business must be installed and maintained in the dealership's name and listed in the directory assistance that applies to the area in which the business is located.
- Written notice, conspicuously posted at the established place of business, of the regular and customary office hours.
- Original license and application fee of \$51.50 (fee includes 3% administration fee per § 61-3-111, MCA).

**When all requirements are met, contact the Montana Highway Patrol, MVD Compliance Officer, or local law enforcement agency for completion of the inspection form.**

New Manufactured Home Dealers must submit a renewal application and bond or continuation certificate for their renewal quarter each year. Refer to the renewal schedule (<https://mvdmt.gov/dealer-services/>) to determine when the renewal application and fee must be submitted.



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## Check off items below to ensure submission of a completed report.

**Do not submit the first two pages with the application (when mailing or faxing). It is for your records.**

- ☐ Complete and sign the dealer application (MV25MD) - all sections must be completed, and all owners must sign. If signing for a corporation, the person designated as the manager must sign. Submit a copy of the government-issued ID or tribal ID for all owners.
- ☐ Contact the Montana Highway Patrol, local law enforcement agency, or Compliance Specialist for an inspection of the business premises and completion of the inspection form (MV105MD).
- ☐ Obtain a dealer surety bond. The effect of the bond must be continuously effective:
  - In the amount of \$50,000.
  - In the full business name (including full DBA name, if applicable) with the business physical address.
  - The license type must indicate: Manufactured Home Dealer
- ☐ All dealers must obtain proof of compliance with local land-use planning, zoning and business-permitting requirements which must include:
  - Written verification signed by an authorized representative of the zoning board.
  - Business street address
- ☐ Return all the forms listed above with the necessary fees.

Upon receipt of this paperwork, the department will consider the establishment for licensure. It takes approximately three weeks for approval of a license.

## Read carefully and complete all forms

Any forms that are not completed properly or that do not have the correct fees submitted will be returned, which may cause a delay in receiving your license.

Please contact the Vehicle Services Bureau if you have any questions.



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A manufactured home dealer is authorized to sell any new manufactured home that is covered under a franchise agreement, or any used manufactured home, and to negotiate the purchase, sale, or exchange of a manufactured home. Application fee: \$51.50 (fee includes 3% administration fee per § 61-3-111, MCA).

## A. Business Information

Business Name:		Dealer License#:		
DBA Name (if applicable):				
Business Street Address:	City:	State:	Zip Code:	County:
Mailing Address:	City:	State:	Zip Code:	County:
Business Phone Number:	Federal Tax or Corporate ID Number (required):			
*Business License Liaison:	Email			
Phone Number:	Alternate Email:			

\*Indicate the person to act as the business' point of contact in matters involving the license application or other licensing concerns.

## B. Ownership Information

State the full legal name, home address, date of birth, social security number, and driver license number or tribal identification number of each person who has an ownership interest in the dealership. If the licensee is a corporation, the same information for the corporate officers must be provided, indicating capacity. Corporate officers may have day-to-day responsibility for running the corporation. If there are additional owners or corporate officers a copy of this page must be used. Please type or print.

Position with Business: <input type="checkbox"/> Owner <input type="checkbox"/> Corporate Officer <input type="checkbox"/> Managing Member <input type="checkbox"/> Operations Manager			
Full Legal Name (as it appears on your government-issued ID)	Date of Birth	Social Security Number	
Driver License Number	State of Issuance	Corporate Capacity	
Residential Address	City	State	Zip Code
Mailing Address	City	State	Zip Code

**Felony Background:** Has the individual listed above been found guilty of, or pled guilty to, a felony in Montana or elsewhere? ☐ Yes ☐ No  
If yes, provide a summary of the conduct resulting in the felony determination or plea, including dates of conduct and any court proceedings relating to conduct and name and address of court. **Conduct Results:**


Position with Business: <input type="checkbox"/> Owner <input type="checkbox"/> Corporate Officer <input type="checkbox"/> Managing Member <input type="checkbox"/> Operations Manager			
Full Legal Name (as it appears on your government-issued ID)	Date of Birth	Social Security Number	
Driver License Number	State of Issuance	Corporate Capacity	
Residential Address	City	State	Zip Code
Mailing Address	City	State	Zip Code

**Felony Background:** Has the individual listed above been found guilty of, or pled guilty to, a felony in Montana or elsewhere? ☐ Yes ☐ No  
If yes, provide a summary of the conduct resulting in the felony determination or plea, including dates of conduct and any court proceedings relating to conduct and name and address of court. **Conduct Results:**




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## C. Person Designated to Manage the Business

*If a person other than the owners or corporate officers listed above is designated to manage the business, complete this section.*

Position with Business: ☐ Owner ☐ Corporate Officer ☐ Managing Member ☐ Operations Manager

Full Legal Name (as it appears on your government-issued ID)	Date of Birth	Social Security Number	
Driver License Number	State of Issuance	Corporate Capacity	
Residential Address	City	State	Zip Code
Mailing Address	City	State	Zip Code

**Felony Background:** Has the individual listed above been found guilty of, or pled guilty to, a felony in Montana or elsewhere? ☐ Yes ☐ No

If yes, provide a summary of the conduct resulting in the felony determination or plea, including dates of conduct and any court proceedings relating to conduct and name and address of court. **Conduct Results:**

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## D. Certification

### CERTIFICATION AND AUTHORIZATION:

The Montana Department of Justice Motor Vehicle Division shall access and review state and federal history records and shall make reasonable efforts to determine whether you have been convicted of, or are under pending charges for, a crime that bears upon your suitability to be granted a license.

I certify under penalty of law that all answers and statements made on this application are true, correct, and complete. I understand that untruthful or misleading answers are cause for denial of a license and/or revocation of any license granted. I further understand that I may be prosecuted for knowingly making an Unsworn False Statement, a misdemeanor (§ 45-7-203, MCA), or tampering with public records or information, a felony (§ 45-7-208, MCA). I hereby authorize the Motor Vehicle Division to investigate my criminal history, financial records, and other sources as necessary for licensing.

\_\_\_\_\_  
Legal Name (first, middle & last) – please print

\_\_\_\_\_  
DL/FEIN/Tribal ID/Corp ID (applicant) - Required

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



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## E. Dealer License Types

*All applicants must indicate on their application which vehicles they intend to sell.*

### Franchise Dealer

A franchise dealer may sell:

- New or used cars, trucks, rugged terrain, vans, motorhomes, and buses.
- New or used trailers.
- New or used motorcycles, or quadricycles (includes quadricycle-like vehicles) for off-highway or street legal use.
- New or used boats including personal watercraft, and snowmobiles.
- New or used special mobile equipment.

A franchise dealer must:

- Provide manufacturer's name and address with whom the applicant has a written franchise or sales agreement.
- Provide the make name of all new vehicles to be handled by the applicant.
- Have a bona fide service department.

A new motor vehicle means a motor vehicle that has not been the subject of a retail sale regardless of the mileage of the vehicle; or has an MCO.

New vehicle manufacturers and distributors must also be licensed prior to distributing vehicles in Montana. If they are not licensed, it may result in a delay in receiving your license.

### Used Dealer

A used dealer may sell:

- Used cars, trucks, rugged terrain, vans, motorhomes, and buses.
- Used motorcycles, or quadricycles (includes quadricycle-like vehicles) for off-highway or street legal use.
- Used boats including personal watercraft, and snowmobiles.
- Used trailers.
- Used special mobile equipment.

A used dealer cannot sell new vehicles

### Wholesale Dealer

A wholesale dealer may sell:

- Only to licensed MT motor vehicle dealers, MT auto auctions, or MT wholesalers.
- Used cars, trucks, rugged terrain, vans, motorhomes, and buses.
- Used motorcycles, or quadricycles (includes quadricycle-like vehicles) for off-highway or street legal use.
- Used boats including personal watercraft, and snowmobiles.
- Used trailers.
- Used special mobile equipment.

A wholesale dealer **may not** receive dealer plates.

A wholesale dealer **may not** issue temporary registration permits (TRP).



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## Dealer License Types (cont.)

*All applicants must indicate on their application which vehicles they intend to sell.*

### Auto Auction Dealer

An auto auction dealer may sell:

- Only to licensed motor vehicle dealers, wholesalers, or wrecking facilities.
- Used cars, trucks, rugged terrain, vans, motorhomes, and buses.
- Used motorcycles, or quadricycles (includes quadricycle-like vehicles) for off-highway or street legal use.
- Used boats including personal watercraft, and snowmobiles.
- Used trailers.
- Used special mobile equipment.

Exceptions to an auto auction used sale restriction are under § 61-4-120, MCA.

An auto auction dealer **may not** receive dealer plates.

### Broker Dealer

A broker dealer may sell:

- Used cars, trucks, rugged terrain, vans, motorhomes, and buses.
- Used motorcycles, or quadricycles (includes quadricycle-like vehicles) for off-highway or street legal use.
- Used boats including personal watercraft, and snowmobiles.
- Used trailers.
- Used special mobile equipment.

A broker may negotiate the purchase, sale, or exchange of a vehicle from a dealer or person upon behalf of a client when the broker does not store, display, or take ownership of the vehicle.

A broker **may not** receive dealer or demonstrator plates.

A broker **may not** issue temporary registration permits (TRP).

### Manufactured Home Dealer

A manufactured home dealer may sell:

- New manufactured home that is covered under a franchise agreement between the licensee and the manufacturer, importer, or distributor of the manufactured home.
- Used manufactured home.

A Manufactured Home Dealer may negotiate the purchase, sale, or exchange of a manufactured home from another licensed dealer or another person on behalf of a client when the licensee does not store, display, or take ownership of the manufactured home purchased, sold, or exchanged.

A manufactured home dealer **may not** receive dealer plates.

A manufactured home **may not** issue temporary registration permits (TRP).

## License Renewal Requirements

Annual reports and fees must be submitted on time according to the [renewal schedule](#) to ensure delivery and continued use of dealer/demonstrator plates and dealer privileges.

It is the dealer's responsibility to inform VSB of dealership status changes including additional or location changes, name change, transfer of ownership, phone or email changes, franchise changes.