

# **Frequently Asked Questions**

## **Manufacturers of Mobile Homes:**

**1) Who is a manufacturer?**

Pursuant to [section 320.8225\(10\), Florida Statutes](#), "Mobile home manufacturer" means any person, resident or nonresident, who, as a trade or commerce, manufactures or assembles mobile homes."

**2) Where can I find information regarding the licensing procedures for manufacturers of Mobile Homes?**

You can log on to the Department's website at <http://www.flhsmv.gov/html/titlinf.html>. And click on "How Do I" and "[Learn More About Manufacturer, Importer or Distributor License.](#)"

**3) Where can I download the application form for manufacturers of mobile homes?**

You can download the application form [HSMV 84256 Application for a License as a Motor Vehicle Manufacturer, Importer, Distributor, Mobile Home, or Recreational Vehicle Manufacturer](#) from the Department's website at <http://www.flhsmv.gov/html/titlinf.html>. and click on motor vehicle forms.

**4) Are manufacturers of mobile homes required to be licensed by the Department in the State of Florida?**

Yes. Manufacturers of mobile homes are required to be licensed by the Department.

**5) Is it necessary to register my business and fictitious name with the Division of Corporations?**

Yes. It is necessary to register your business name and fictitious name with the Division of Corporations. In order to conduct business in the State of Florida, registration of your business with the Division of Corporations is required. A copy of this registration must be submitted with your application for a manufacturer, importer or distributor license to the Department.

**6) Where should I register my business name and fictitious name?**

You can register your business name and fictitious name with the Division of Corporations at <http://www.sunbiz.org/>. This must be kept active in order to conduct business in the State of Florida.

**7) What are the documents that are required with the mobile home manufacturer license application?**

- Completed application [form 84256](#). This form can be accessed at the Department's website at [www.flhsmv.gov/html/forms.html](http://www.flhsmv.gov/html/forms.html).
- Check payable to the DHSMV in the amount of \$340.
- A current financial statement.
- A copy of the product warranty.
- Original surety bond or Letter of Credit in the amount of \$50,000 for mobile home manufacturers. [Form HSMV 86050, Surety Bond Mobile Home Manufacturer](#) can be accessed on the Departments website at [www.flhsmv.gov/html/forms.html](http://www.flhsmv.gov/html/forms.html).
- Federal Employer's Identification Number (FEIN).
- For corporations, a copy of their Articles of Incorporation as filed with the Division of Corporations in the office of the Secretary of State. A foreign corporation (i.e., one from out-of-state) must also submit a copy of its Articles of Incorporation as filed with the Secretary of State or a copy of its Articles of Incorporation as filed in their home state.
- Proof of registration with the Florida Secretary of State, Division of Corporations to conduct business in Florida, must be provided with the application. Further information about this process can be accessed on-line from the [Division of Corporations](#) at [www.sunbiz.org](http://www.sunbiz.org).
- Proof of registration of fictitious name(s) with the Florida Secretary of State, Division of Corporations must be provided with the application. Further information about this process can be accessed on-line from the [Division of Corporations](#) at [www.sunbiz.org](http://www.sunbiz.org).
- A sample of the original Manufacturer's Statement of Origin (MSO) or Manufacturer's Certificate of Origin (MCO) your company intends to issue. The MSO or MCO must be printed in accordance with the attached specification set forth by the State of Florida. The MSO can be stamped "Void" or "Specimen" across the front.

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**8) How soon can I expect to receive my mobile home manufacturer's license from the time I submit my application?**

The documents required to be licensed are important and have to be thoroughly reviewed and processed with utmost accuracy and care. Therefore, you may find that the after the Dealer License Section in Tallahassee receives your application for a manufacturer's license, the staff will be in touch with you by mail, e-mail, fax or telephone regarding any missing documents or information. However, you can expect your license as soon as the completed application, fee and all required documents are received.

**9) Is it against the law to sell before I meet the licensing requirements as a mobile home manufacturer?**

It is against the law to sell before you have met the licensing requirements as a mobile home manufacturer.

**10) How much is the initial licensing fee for a mobile home manufacturer?**

The initial licensing fee is \$300. An additional fee of \$40 for Mobile Home and Recreational Vehicle Protection Trust Fund is also charged.

**11) What is the licensing period?**

The licensing period for mobile home manufacturers is from October 1-September 30.

**12) How much is the renewal fee?**

The renewal fee is \$100. An additional fee of \$40 for Mobile Home and Recreational Vehicle Protection Trust Fund is also charged.

**13) What happens if I fail to renew my license before September 30?**

Failure to renew your license before September 30 will result in the expiration of your license. Thereafter, you will have to apply for a new license with a new application and fee.

**Please note:** Failure to renew will halt your business in the State of Florida.

**14) What form should I use to renew my mobile home manufacturer's license?  
Where can I download the form?**

You must complete form [HSMV form 86218 Renewal Application for a Mobile Home or Recreational Vehicle Replacement Manufacturer](#). You can download this form from the Department's website at <http://www.flhsmv.gov/html/forms.html>.

**15) What required documents must I submit with my renewal form?**

- A completed and signed renewal application form (available on-line at <http://www.flhsmv.gov/html/forms.html>).
- License renewal fee of \$140 for **each** location, please make check payable to DHSMV.
- A current financial statement or condensed balance sheet.
- An original surety bond, irrevocable letter of credit, or original continuation certificate in the amount of \$50,000.
- Copy of certification from the Division of Corporations showing current registration of business and fictitious names(s) (on-line access at [www.sunbiz.org](http://www.sunbiz.org)).

**NOTE:** Please attach a copy of the financial statement and a copy of the original surety bond, or irrevocable letter of credit, or original continuation certificate in the amount of \$50,000 for **all** additional location renewals.

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**16) What is a surety bond?**

[Section 320.8225\(5\)\(a\), Florida Statutes](#), states “Annually, prior to the receipt of a license to manufacture mobile homes, the applicant or licensee shall submit a surety bond, cash bond, or letter of credit from a financial institution, or a proper continuation certificate, sufficient to assure satisfaction of claims against the licensee for failure to comply with appropriate code standards, failure to provide warranty service, or violation of any provisions of this section. The amount of the surety bond, cash bond, or letter of credit must be \$50,000. Only one surety bond, cash bond, or letter of credit shall be required for each manufacturer, regardless of the number of factory locations. The surety bond, cash bond, or letter of credit must be to the Department, in favor of any retail customer who suffers a loss arising out of noncompliance with code standards or failure to honor or provide warranty service. The Department may disapprove any bond or letter of credit that does not provide assurance as provided in this section.”

**17) What is the amount that the surety bond should be made for?**

\$50,000.

**18) Does a surety bond company have to use the Department surety bond form? If yes, where can I download one?**

Yes. The Departmental form [HSMV 86050 Surety Bond Mobile Home Manufacturer](#) must be used. You can download the form at the Department’s website at <http://www.flhsmv.gov/html/forms.html>.

**19) Is a mobile home manufacturer required to be licensed by the Department for each location?**

Yes. A mobile home manufacturer is required to be licensed by the Department for each location.

**20) Is a separate surety bond required for each licensed location of a mobile home manufacturer?**

No. Only one surety bond is required for each manufacturer, regardless of the number of factory locations.

**21) Can a mobile home manufacturer submit an irrevocable letter of credit in lieu of a surety bond?**

Yes. A mobile home manufacturer can submit an irrevocable letter of credit issued by a financial institution.

**23) Does a financial institution have to use the Department’s Irrevocable Letter of Credit form? If yes, where can I download one?**

Yes. The Departmental form [HSMV 86059 Irrevocable Letter of Credit for Mobile Home Manufacturer](#) must be used by the financial institution. You can download the form at the Department’s website at <http://www.flhsmv.gov/html/forms.html>.

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