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DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT

NOTICE

TO: MANUFACTURED HOME DEALERS AND BROKERS:

SUBJECT: DMV Manufactured Home Dealer Certificates

DATE: August 14, 2015

We have received notification from the Department of Motor Vehicles (DMV) that effective July 1, 2015, there was a change in the application process to obtain the DMV Manufactured Home Dealer Certificate. The Virginia Motor Vehicle Dealer Board (MVDB) will now be processing and issuing the Manufactured Home Dealer Certificates in accordance with the Manufactured Housing Licensing and Transaction Recovery Fund Regulations (MHLTRF).

The existing Manufactured Home Dealer Certificate application form from DMV, form DSD 14A (05/15/06) has been replaced by the Manufactured Home Dealer or Watercraft Trailer Dealer Certificate of Registration Application form MVDB 54 (form attached) from MVDB. Please be advised the application fee has changed also, it was increased from \$50.00 to \$75.00 for the Manufactured Home Dealer or Watercraft Trailer Dealer Certificate issued by MVDB.

The following is the contact information for the Virginia Motor Vehicle Dealer Board:

Motor Vehicle Dealer Board

2201 W. Broad Street Suite 104

Richmond, VA 23220

Web site: www.mvdb.virginia.gov

(804) 367-1100

Fax (804) 367-1053

Email: dboard@mvdb.virginia.gov

NOTE: Title processing for manufactured homes is still processed through your local DMV office using form 17A “Application for Certificate of Title – Manufactured Home”.

**MANUFACTURED HOME DEALER OR
 WATERCRAFT TRAILER DEALER
 CERTIFICATE OF REGISTRATION
 APPLICATION**

Purpose: Use this form to apply for a Certificate of Registration for a Manufactured Home Dealer OR Watercraft Trailer Dealer.

Instructions: Complete application and submit a copy of the valid Dealer's License with registration fee to the Motor Vehicle Dealer Board at the above address. MVDB will send the Certificate of Registration to the business mailing address provided below.

MVDB USE ONLY

REGISTRATION NUMBER	REGISTRATION FEE	OVERPAY	SHORTAGE	CLERK INITIALS
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BUSINESS INFORMATION

CHECK APPLICABLE BOX

- Manufactured Home Dealers** - Include a valid Dealer's License (copy) from the Department of Housing and Community Development with this application.
- Watercraft Trailer Dealers** - Include a valid Dealer's License (copy) from the Department of Game and Inland Fisheries with this application.

BUSINESS TYPE (check one)

- INITIAL APPLICATION RENEWAL APPLICATION CHANGE (explain):

DEALER INFORMATION

REGISTRATION NUMBER	FOR REGISTRATION ENDING (month/year)		
BUSINESS NAME	TRADING AS NAME		
BUSINESS LOCATION ADDRESS	CITY	STATE VA	ZIP CODE
BUSINESS MAILING ADDRESS	CITY	STATE VA	ZIP CODE
BUSINESS OWNER'S NAME (print) (last, first, middle, suffix)			
BUSINESS OWNER'S SSN	BUSINESS FEDERAL TAX ID		
BUSINESS OWNER'S RESIDENTIAL ADDRESS	CITY OR TOWN	STATE	ZIP CODE
BUSINESS OWNER'S PRIMARY CONTACT NUMBER ()	BUSINESS EMAIL ADDRESS		

PRIVACY STATEMENT

In accordance with Virginia Code §§ 2.2-803, 2.2-4807 and § 58.1-520 et seq., the State Comptroller requires that this information, including your social security number, be collected for debt set off collection purposes.

CERTIFICATION

I certify and affirm that all information presented in this form is true and correct, that any documents I have presented to MVDB are genuine, and that the information included in all supporting documentation is true and accurate. I make this certification and affirmation under penalty of perjury and I understand that knowingly making a false statement or representation on this form is a criminal violation.

OWNER/PARTNER/OFFICER OF BUSINESS NAME (print)

OWNER/PARTNER/OFFICER OF BUSINESS NAME (signature)

DATE (mm/dd/yyyy)