



**MISSISSIPPI**  
**Insurance Department**  
**Office of the State Fire Marshal**  
**Factory-Built Home Division**  
**Post Office Box 79**  
**Jackson, Mississippi 39205**  
**(601) 359-1061 Phone**  
**(601) 359-1076 Fax**

MAN-2  
February 5, 2015

**APPLICATION**  
**FOR LICENSE FOR**  
**RETAILER**  
**OF FACTORY-BUILT HOMES**

**DEFINITION:** "Retailer means any person engaged in the buying and thereafter selling, displaying or offering for sale of new, used or repossessed factory-built or modular homes to the general public." Section 75-49-3(i)

<b>Company Name:</b>	<b>Doing Business As:</b>
<b>Physical Address:</b>	
<b>Mailing Address (If different from physical):</b>	
<b>Phone Number:</b>	<b>Fax Number:</b>
<b>Email Address:</b>	<b>County:</b>
<b>Owner's Name:</b>	
<b>Social Security Number:</b>	<b>Driver's License Number:</b>
<b>Federal Tax Identification Number or Social Security Number:</b>	

Application for Retailers license for the period beginning July 1, 2015 and ending June 30, 2016 pursuant to the provisions of the "Uniform Standards Code for Factory-Built Homes Law", as contained in Chapter 49, Section 75, Mississippi Laws of 1972, as amended. In making this application, certification is hereby made that all factory-built or modular homes, sold under the authority of any license issued pursuant to this application will fully conform to standards and requirements set forth in the aforementioned Act; any rules and regulations which are promulgated there under, and all requirements of the National Manufactured Home Construction and Safety Standards Act of 1974, 42 U.S.C.S. 5401, et seq. and as amended by the Manufactured Housing Improvement Act of 2000. This application is hereby made in good faith and the terms and obligations of the controlling laws of the State of Mississippi are accepted accordingly; further, this application also serves to designate the Insurance Commissioner of the State of Mississippi as true and lawful agent for acceptance of legal process on behalf of the applicant within the State of Mississippi. It is understood and agreed that said license, if issued, may be revoked by competent authority as provided by law.

Name of Applicant: \_\_\_\_\_ Title: \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

STATE OF \_\_\_\_\_ COUNTY OF \_\_\_\_\_

Sworn to and subscribed before me this the \_\_\_\_\_ day of \_\_\_\_\_, A.D., 20 \_\_\_\_.

\_\_\_\_\_  
Notary Public

State of Mississippi



Mississippi Insurance Department  
**OFFICE OF THE FIRE MARSHAL**

**AUTHORIZATION TO RELEASE CONFIDENTIAL INFORMATION**

Company's Name: \_\_\_\_\_

Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone: \_\_\_\_\_ FAX: \_\_\_\_\_

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

**I do hereby consent to release any confidential information by the Business References listed in my application for a Privilege License so that it may be helpful in retaining said Privilege License from the Mississippi State Fire Marshal's Office to manufacture, sell or install factory-built or modular homes in the State of Mississippi.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(Sign and return to the State Fire Marshal's Office)

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**BUSINESS REFERENCE CHECKLIST**

Name of Applicant: \_\_\_\_\_

Name of Reference: \_\_\_\_\_

1. How long have you known the applicant/company? \_\_\_\_\_ years/months
2. What capacity have you been affiliated with the applicant? \_\_\_\_\_ friend/relative/business
3. Would you recommend this company for a Privilege License? YES [ ] NO [ ]

Explain: \_\_\_\_\_

Reference checked by (FOR STATE FIRE MARSHAL STAFF ONLY, IF BY PHONE):

Name: \_\_\_\_\_ Date: \_\_\_\_\_

# RETAILER

## INSTRUCTIONS

The license provided for herein is required for all Retailers of factory-built or modular homes doing business within the State of Mississippi.

A license is required for each retail lot location. The License herein applied for will be issued annually on July 1st and shall expire the following June 30th.

"License fees shall not be prorated for the remainder of the year in which the application was made but shall be paid for the entire year regardless of the date of the application." Section 75-49-9(10), MS Code, 1972, Annotated

Applications shall be verified by oath in the presence of a Notary Public.

Cmlcr rdecpru'tj cmlb clpvclp'hwnleqo r rkepeg'y kj 'cmlqpf lpi 'c'pf 'kpuwt cpeg tgs wlt go gpvul'ht 'vj g'gpvlt g'fkegpwt g'r gt kqf '\*Lwrl '3'vj tqwi j 'Lwpg'52'ql'vj g' hqmy lpi '{ gct +0''''

Provide our Office with proof of a Surety Bond in the amount of \$25,000.00 per facility or for three (3) or more facilities, a minimum bond in the amount of \$50,000.00.

Provide our Office with proof of a General Commercial Liability Policy in the amount of \$1,000,000.00 in coverage (State Fire Marshal's Office, P. O. Box 79, Jackson, MS 39205, as the Certificate Holder).

License application fee for Retailer's license is \$150.00.

Checks or money orders are to be made payable to the State Fire Marshal's Office.

Return application and payment to:

Mississippi State Fire Marshal  
P. O. Box 79  
Jackson, MS 39205-0079

# RETAILERS

1. Are you able to conduct business in compliance with Section 3282, Subpart F (Retailers and Distributor Responsibilities) of the National Manufactured Home Construction and Safety Standards Act of 1974 and Section 74-49-19, MS Code, 1972, Annotated?

Yes                       No

2. Do you have facilities for the repair and servicing of factory-built or modular homes and the storage of parts and accessories for same?

Yes                       No (**\*\* NOTE: If these services are contracted out, a duplicate copy of the executed contract shall be provided to the Commissioner and said copy shall contain a clause stating that the Commissioner shall be notified thirty days in advance of the contract's cancellation.**)

3. Do you have adequate space to display your factory-built or modular homes, both new and used, and to maintain a sales office located at each retailer lot location which has running water and sewer facilities to be in compliance with the county health department standards in that jurisdiction?

Yes                       No

4. Are you aware that State Statutes require that no retailer shall deliver or cause to be delivered any factory-built or modular home to any person at any site where such home is to be used for human habitation without anchoring and blocking such home in accordance with rules and regulations promulgated by the Commissioner?

Yes                       No

5. Are you able to comply with the Rules and Regulations promulgated by the Commissioner?

Yes                       No

6. Do you have a copy of the "Rules and Regulations for the Uniform Standards Code for the Factory-Built Homes Law" issued by the Commissioner of Insurance?

Yes                       No

7. Do you install or transport retail units sold to the public?

Yes                       No

**(\*\*NOTE: If these services are contracted out, a duplicate copy of the executed contract shall be provided to the Commissioner and said copy shall contain a clause stating that the Commissioner shall be notified thirty days in advance of the contract's cancellation.)**

8. Do you own or lease transport equipment?

Yes                       No

9. Do you and/or your company comply with State law in that you, ". . . bear a good reputation for honesty, trustworthiness, integrity and competency to transact the business in such a manner as to safeguard the interest of the public....", Section 75-49-9(7), MS Code, 1972, Annotated?

Yes                       No

10. Provide at least two business references not related to you.

Name:	Name:
Address:	Address:
City/State/Zip:	City/State/Zip:
Phone Number:	Phone Number:

11. Is the identification number that you provided for tax identification purposes current and valid?

Yes  No

12. Have you ever filed bankruptcy?  Yes  No

If yes, was it "business and/or personal? In what district \_\_\_\_\_?

13. Have you ever been convicted of a crime?  Yes  No

If yes, where and explain \_\_\_\_\_

14. Are you aware that willful violation of any of the Rules and Regulations for proper anchoring and blocking of a factory-built or modular home makes you guilty of a misdemeanor and upon conviction thereof, you could be fined not more than One Thousand Dollars (\$1,000.00) or imprisoned for not more than one (1) year or both?  Yes  No

15. Please indicate your insurance company's name, address, policy number and phone number.

Insurance Company<	Address:
Phone Number:	Policy Number:

.....Cmtr r rlec pva'tij cni6 clpvclp'hwleqo r rlcpeg'y kj 'cmldqpf kpi 'c'pf 'kpwmt cpeg't gs wlt go gpw'ht 'vi g'  
 .....gpvt g'ilegputw g't gt kqf 'Lwrt '3'vi t qwi j 'Lwpg'52'qhl'vj g'hqny kpi 'i gct #0''''

16. PLEASE PROVIDE OUR OFFICE WITH PROOF OF A SURETY BOND IN THE AMOUNT OF \$25,000.00 PER FACILITY OR FOR THREE (3) OR MORE FACILITIES, A MINIMUM BOND IN THE AMOUNT OF \$50,000.00.

17. PLEASE PROVIDE OUR OFFICE WITH PROOF OF A GENERAL COMMERCIAL LIABILITY POLICY IN THE AMOUNT OF \$1,000,000.00 IN COVERAGE (State Fire Marshal's Office, P. O. Box 79, Jackson, MS 39205-0079, AS THE CERTIFICATE HOLDER).

18. Please complete the following for all company or corporate officers of your company (include additional names on separate sheet):

Name:	Title:
Date of Birth:	
Social Security Number:	
Physical Address:	
Telephone Number:	
Name:	Title:
Date of Birth:	
Social Security Number:	
Physical Address:	
Telephone Number:	

19. Please provide your previous business name and address.

<b>Company Name:</b>
<b>Address:</b>
<b>City/State/Zip&lt;</b>

20. Number of years in the factory-built housing industry: \_\_\_\_\_

21. Please complete the following for all office, service and installation (contract) personnel responsible for compliance with the rules and regulations and provisions of this license (include additional names on separate sheet):

<b>Name:</b>	<b>Title:</b>
<b>Date of Birth:</b>	
<b>Social Security Number:</b>	
<b>Physical Address:</b>	
<b>Telephone Number:</b>	
<b>Name:</b>	<b>Title:</b>
<b>Date of Birth:</b>	
<b>Social Security Number:</b>	
<b>Physical Address:</b>	
<b>Telephone Number:</b>	
<b>Name:</b>	<b>Title:</b>
<b>Date of Birth:</b>	
<b>Social Security Number:</b>	
<b>Physical Address:</b>	
<b>Telephone Number:</b>	
<b>Name:</b>	<b>Title:</b>
<b>Date of Birth:</b>	
<b>Social Security Number:</b>	
<b>Physical Address:</b>	
<b>Telephone Number:</b>	

22. Please submit the following information on a separate sheet:
- A. The education and qualifications of all employees; and
  - B. The applicant's organizational structure.
23. The State Fire Marshal's Office, Factory-Built Home Division, shall be notified in writing of any change in the information furnished in an application within 30 days of such change.

I certify that all of the aforementioned information provided by me is true and accurate in all aspects. Any misrepresentation may result in the immediate suspension of any license issued to me by the Commissioner.

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Authorized Representative (Print)

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Authorized Representative's Signature



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	CONTACT NAME:	
	PHONE (A/C, No, Ext):	FAX (A/C, No):
INSURED	E-MAIL ADDRESS:	
	INSURER(S) AFFORDING COVERAGE	
	INSURER A :	NAIC #
	INSURER B :	
	INSURER C :	
	INSURER D :	
	INSURER E :	
	INSURER F :	

COVERAGES CERTIFICATE NUMBER: CL151297 REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSR WVD	POLICY NUMBER	EFF (YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR					EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COM/OP AGG \$
	GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC					
B	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS					COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ Underinsured motorist \$
	UMBRELLA LIAB OCCUR EXCESS LIAB CLAIMS-MADE DED RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) if yes, describe under DESCRIPTION OF OPERATIONS below					WC STATUTORY LIMITS OTHER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
C	In-transit Cargo/Install					Limit Deductible

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

CERTIFICATE HOLDER  (601) 359-1076  Mississippi Insurance Department Office of the Fire Marshall PO Box 79 Jackson, MS 39205	CANCELLATION  SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE
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**SURETY BOND FOR LICENSURE WITH  
THE MISSISSIPPI FIRE MARSHAL'S OFFICE, FACTORY BUILT HOME DIVISION**

Revised 06/2015

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

**This form shall not be altered in any way**

**Part 1: Bond, Surety, and Principal.**

Bond #:	Original Bond Date of Issuance:	If a Continuation Bond, Effective Date
Name of the Surety Company:	NAIC # of Surety Company:	MID License Number of Surety Company:
Name of Principal (Licensee)	Applicant License Number:	Amount of Bond: \$ (as required by Regulation MH-2008-1)

**Part 2: Type and Bound Amount**

The type and amount of the Bond for one year commencing on the original date of issuance or continuation stated herein above at Part 1 is as follows:

**(License Type), Bond Equal to (amount as required by Regulation) current U.S. Dollars (\$ amount)**

**Part 3: KNOW ALL MEN BY THESE PRESENTS THAT, the Principal and Surety, who, after being duly sworn, deposed and said:**

**That** they are firmly bound unto the Commissioner of Insurance, State of Mississippi, in his position as State Fire Marshal, or his successor in office, under the Surety Bond, delivered in addition with the general liability insurance coverage, conditioned upon the Principal well and faithfully discharging and performing the duties incumbent upon him under the provisions of all applicable laws, including but not limited to Title 75, Chapter 49 of the Mississippi Code and Mississippi Insurance Department Regulation MH-2008-1;

**That** the condition of this obligation is such that if the above named Principal shall well and faithfully discharge and perform the duties incumbent on him under the provisions of all applicable laws, including but not limited to Title 75, Chapter 49 of the Mississippi Code and Mississippi Insurance Department Regulation MH-2008-1, then in such case the above obligation is to become null and void, else to remain in full force, effect and virtue;

**That** the provisions of all applicable laws, including but not limited to Title 75, Chapter 49 of the Mississippi Code and Mississippi Insurance Department Regulation MH-2008-1, for Principals and Sureties are applicable;

**That** any Consumer who sustains loss or damage by reason of any act or omission covered by this Bond may, in addition to any other remedy, bring an action in his/her name on this Bond for the recovery of damages sustained by the Consumer. Said action must be brought before said Obligee, or the Obligee's agent, who must validate the claim and determine the amount of loss or damage sustained by the Consumer. Upon a determination of loss, the Obligee may make a claim to include administrative cost against the Bond up to the penal sum. Regardless of the number of years this Bond remains in force or the number of claims brought against the Bond, said Surety shall not be obligated to pay any sums in excess of the stated aggregate penal sum of the Bond.

**That** this Surety Bond shall not be terminated unless the Surety provides at least sixty (60) days' prior written notice will have been filed with the Commissioner of Insurance, State of Mississippi, P.O. Box 79, Jackson, MS 39205, and given to the Principal;

**That** this obligation may be continued for any subsequent year by a continuation certificate duly signed and sealed by the Principal and Surety, subject to the terms and conditions of the original bond, and filed with the Commissioner of Insurance, State of Mississippi;

That the Obligee may bring claim against the Bond up to twelve (12) months after the Bond has been terminated or has been cancelled for any liabilities accrued while the bond was in force.

**IN WITNESS THEROF**, Principal and Surety have executed this Bond on the dates stated herein below.

**Part 4. Signatures and Notary. Complete all information**

By:

Principal	Date	Surety's Authorized Representative	Date
Print Name		Print Name/Title of Surety's Authorized Representative	
Physical Address of Principal		Physical Address of Surety	

Subscribed and sworn to before me this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Notary Public

{Seal of Notary Public}

If a Power of Attorney used, a copy of the Power of Attorney or the Authorized Agent of the Surety Company must accompany the Bond.