



PUBLIC PROTECTION CABINET  
 DEPARTMENT OF HOUSING, BUILDINGS & CONSTRUCTION  
 LICENSING BRANCH  
 500 MERO STREET  
 FRANKFORT, KENTUCKY 40601  
 (502) 573-2002 FAX (502) 573-1598



## LICENSE AND CERTIFICATION RENEWAL APPLICATION

Please Select One:  Licensed Retailer (Manufactured Homes)  Licensed Retailer (Recreational Vehicles)  
 Certificate of Acceptability  Certified Installer (Manufactured Homes)

1. Name [Company or individual]: \_\_\_\_\_

2. Business or Personal Address: \_\_\_\_\_

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

County: \_\_\_\_\_ Current License # or Certification #: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

3. Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

4. Name of Chief Managing Officer: \_\_\_\_\_

5. \*\*\* **An Updated Certificate of Insurance MUST be attached.** The Department of Housing, Buildings and Construction must be listed as a certificate holder.

6. \*\*\* **Retailer License ONLY: A copy of your current Certified Installer Card MUST be attached or:**

Name of Certified Installer/Manager: \_\_\_\_\_ Certification #: \_\_\_\_\_

7. Renewal Fee. Please enclose the required renewal fee by check or money order payable to the Kentucky State Treasurer with the renewal application:

- a. \$500 fee for certificate of acceptability;
- b. \$250 fee for licensed retailer (manufactured homes)
- c. \$200 fee for licensed retailer (recreational vehicles); or
- c. \$50 fee for a certified installer (manufactured homes).

8. **Certified Installers ONLY:** Provide proof of completion of continuing education requirements **AND** Proof of workers' compensation insurance.

\*\*\* **Please note that if you do not send in this application and the required information by the required date, your license or certification will automatically be made inactive.**

**INITIAL ALL THAT APPLY:**

I have been convicted of a felony or a misdemeanor in the Commonwealth of Kentucky, any other state, or the United States.  
**YES** \_\_\_\_ **or NO** \_\_\_\_.

If you marked yes you have been convicted of a felony or misdemeanor, you might not be able to receive a license or certification at this time. Please contact the Licensing Branch for further information.

Pursuant to KRS164.772, if you are in default of student loans backed by the Kentucky Higher Education Assistance Authority, you cannot receive a license or certification unless specified conditions are met. Please contact the Licensing Branch for further information.

Signature of Applicant: \_\_\_\_\_ DATE: \_\_\_\_\_

