



RECREATIONAL VEHICLE DEALER REQUIREMENTS

1. Application form and License Fee from prorated chart. (**Payment Option Page enclosed**).
2. Certificate of Liability Insurance with the **DEPARTMENT of HOUSING BLDG. & CONSTRUCTION** listed as the Certificate Holder.

\$200,000 bodily injury or death for each person
\$300,000 bodily injury or death for each accident
\$100,000 property damage
3. Established place of business

Office for record keeping:
Hard surface lot – concrete, asphalt/macadam, compacted gravel, etc.;
Sign – dealership name and type of dealership, letters a minimum of 6' x 1 ½".
4. Copy of Department of Revenue Sales and Use Tax Permit Certificate.
5. Out-of-State Retailers must submit proof of a valid retailers license in your state.

ENCLOSURES

APPLICATION for LICENSE: Complete and return to office with applicable fee (see Payment Option Page and Pro-Rated Chart enclosed).

MONTHLY CERTIFICATION FORMAT: At the end of each month, fill out for that month and mail it to this office. The formats may be copied for your use. Fill out all information on this form, if no sales occurred during the month mark "NO SALES" on the form.

SEAL APPLICATION: A "B" seal must be applied to each unit taken in trade or otherwise obtained, prior to sale. Use the Seal Application to order seals from this office.

REQUEST for INSPECTION APPROVAL: Any licensed dealer that maintains the capability to perform minor maintenance of plumbing, heating and electrical systems of recreational vehicles shall be permitted to inspect and certify those recreational vehicles purchased in another state for use within the Commonwealth of Kentucky. Any dealer desiring to perform this service shall make application for appropriate certification.

MOBILE HOME and RECREATIONAL VEHICLE ACT

RECREATIONAL VEHICLE REGULATIONS





DEPARTMENT OF HOUSING, BUILDINGS & CONSTRUCTION
MANUFACTURED HOUSING
101 SEA HERO ROAD, SUITE 100
FRANKFORT, KY. 40601-5405
(502) 573-1795 FAX (502) 573-1059

RECREATIONAL VEHICLE DEALER APPLICATION

This application must be COMPLETED in detail. No application will be reviewed unless the instructions herein are complied with. All statements made in this application are subject to the penalties of perjury as set forth in the certificate at the end of the application.

Applicant, as used in this application, means an individual in his/her name or under an authorized assumed name; two or more partners operating as a partnership or under an authorized assumed name; the officers and directors of the corporation operating under the corporate name or an authorized assumed name.

- (1). Recreational Vehicle Dealer - Licensing Fee (see Pro-Rated Chart and Payment Option Form enclosed). A separate license is required for each sales lot. This application is only valid for the address below.
(2). Department of Revenue Sales and Use Tax Permit Number
(3). Name of Dealership
(4). Name of owner or partners (principal owners or corporate officers indicate percent of business owned and title):

Table with 4 columns: (NAME), (PERCENT), (TITLE), (DATE of BIRTH). Includes a row for PRINCIPAL OWNER and two empty rows for additional owners.

Corporation Name Date of Incorporation

Chief Managing Officer

- (5). Location of established place of business, as defined in KRS 227.550

Form with fields for Address, City, Zip, Phone, Fax, E-mail, and County.

- (6). Do you own the property occupied by the dealership? YES _____ NO _____
 If no, list the name and address of the landlord or lesser.

- (7). Material of which display/storage lot is covered _____
- (8). Approximate size of office _____
- (9). Do you have a suitable sign with the dealership name and type of dealership? YES ____ NO ____

THIS SECTION MUST BE INITIALED:

_____ (Initial) I am not in default of any student loans backed by the KHESS (Kentucky Higher Education Assistance Authority). I understand that if I am in default of any student loans backed by KHEAA, I cannot receive a **Kentucky Retailers License** at this time.

_____ (Initial) I confirm that all information contained in and submitted with this application is current and true to the best of my knowledge.

The undersigned states that he/she is the applicant or the authorized signature of the applicant; that he/she has an established place of business as that term is defined in KRS 227.550. That he/she has read the statement contained herein having full and complete knowledge of penalty or perjury and that fraudulent or misleading statements may be grounds for suspension, revocation or denial of the license for which this application is submitted. Pursuant to KRS 227.550, he/she authorized the Office of the State Fire Marshal to obtain sufficient financial information to establish our ability to comply with the requirements of the Mobile Home and Recreational Vehicle Act. I hereby certify compliance with the applicable standards for KRS 227.550-227.660, and all regulations there under.

License Fee must accompany this application.

 Signature of Applicant

 Date

 Social Security Number

 Home Phone





PAYMENT OPTIONS FORM

**MANUFACTURED HOUSING SECTION
Kentucky Fire Marshal's Office
101 Sea Hero Road, Suite 100
Frankfort, Kentucky 40601-5054
PH. 502-573-1795
Fax 502-573-1059**

Card Holder _____

Address _____ City _____

State _____ Zip _____

Phone: _____ E-mail address: _____

Method of Payment: CHECK/MONEY ORDER NUMBER _____

VISA MASTERCARD DISCOVER AMERICAN EXPRESS

IF ABOVE CARD IS DEBIT CARD CHECK HERE

Card #:

Expiration Date: --

Issuing Bank _____

Your Signature: _____

***All checks and money orders shall be made payable to the:
"KENTUCKY STATE TREASURER"***





Recreational Vehicle Unit Certification Format

Name of Retailer

Mailing Address County

City State Zip Code Phone#

No.	SERIAL#	KY "B" SEAL #	DATE MFG	MODEL	SIZE	CONSUMERS NAME & ADDRESS

This form must be used in reporting units to Manufactured Housing. The form should be completed in duplicate with the original mailed to the Office of Housing, Buildings & Construction – Manufactured Housing Section at the end of each month, **no later than the first week** of each month, and the copy retained by the Retailer.

 Person Authorized to certify these units

Date _____





DHBC MH #30

ISSUED "B" SEALS _____

APPLICATION FOR "B" SEALS

OFFICE OF HOUSING, BUILDINGS & CONSTRUCTION
MANUFACTURED HOUSING SECTION
101 SEA HERO ROAD, SUITE 100
FRANKFORT, KY 40601-5405
(502) 573-1795

The undersigned hereby makes application for seal(s) as a Retailer of Mobile Homes (),
Recreational Vehicles () or Commercial Units ().

RETAILER NAME

If Individual, full name of Owner _____

If Partner, full name of all Partners _____

MAILING ADDRESS _____

STREET NUMBER OR ROUTE AND P.O. BOX

CITY

COUNTY

ZIP CODE

RETAILER LICENSE NUMBER _____

A fee of \$25.00 for each seal must accompany this application (**see Payment Option Page enclosed**).

Check# _____ in the amount of \$ _____ accompanies this application
for _____ class "B-1" seals or _____ class "B-2 (salvage) seals.

Make check or money order payable to: KENTUCKY STATE TREASURER.

I hereby certify compliance with the applicable standards of KRS Chapter 227.590 and
all Regulations made there under.

Signature of Applicant

Date





REQUEST FOR APPROVAL TO INSPECT

OFFICE OF HOUSING, BUILDING & CONSTRUCTION
MANUFACTURED HOUSING SECTION
101 SEA HERO ROAD, SUITE 100
FRANKFORT, KY 40601-5405
(502) 573-1795

Request to be approved as an authorized Certified Retailer to inspect Recreational Vehicles sold in Kentucky purchased for use within the Commonwealth of Kentucky from another state.

RETAILER _____

ADDRESS _____

(Street Number or Route and Box Number)

(City) (State) (County)

(Zip Code) (Area Code) (Phone #)

I certify that I will comply with the Kentucky Manufactured Home and Recreational Vehicle Act in the inspection of all units as relates to plumbing, heating, electrical systems and operable smoke detection.

(Authorized Signature)

(Date)

Indicate flat rate charged (if applicable) \$ _____





RECREATIONAL VEHICLE RETAILER FEE CHART

Use This Chart To Locate The Correct Fee For This Application

For a NEW APPLICATION the fee is based on your birth month and the month in which you apply (see column for New RV Retailer).

Example: (see highlighted area in the January 2007 chart). If you were born in October and you are applying in January 2007, then your application fee is \$350.03. This license would be valid for 21 months, expiring at the end of October 2008.

Each time you renew after your birth month in 2008, your license will be valid for one year and will always renew in your birth month with a renewal fee of \$200.00. **For Renewals:** All licenses expired 12/31/06. Use the January Chart for renewal fees.

If you apply in January

Birth month	Duration (Months)	New RV Retailer		Renewal RV Retailer
January	12	\$200.00		\$200.00
February	13	\$216.67		\$216.67
March	14	\$233.34		\$233.34
April	15	\$250.01		\$250.01
May	16	\$266.68		\$266.68
June	17	\$283.35		\$283.35
July	18	\$300.02		\$300.02
August	19	\$316.69		\$316.69
September	20	\$333.36		\$333.36
October	21	\$350.03		\$350.03
November	22	\$366.70		\$366.70
December	23	\$383.37		\$383.37

If you apply in February

Birth month	Duration (Months)	New RV Retailer		
January	23	\$383.37		
February	12	\$200.00		
March	13	\$216.67		
April	14	\$233.34		
May	15	\$250.01		
June	16	\$266.68		
July	17	\$283.35		
August	18	\$300.02		
September	19	\$316.69		
October	20	\$333.36		
November	21	\$350.03		
December	22	\$366.70		

If you apply in March

Birth month	Duration (Months)	New RV Retailer		
January	22	\$366.70		
February	23	\$383.37		
March	12	\$200.00		
April	13	\$216.67		
May	14	\$233.34		
June	15	\$250.01		
July	16	\$266.68		
August	17	\$283.35		
September	18	\$300.02		
October	19	\$316.69		
November	20	\$333.36		
December	21	\$350.03		

If you apply in April

Birth month	Duration (Months)	New RV Retailer		
January	21	\$350.03		
February	22	\$366.70		
March	23	\$383.37		
April	12	\$200.00		
May	13	\$216.67		
June	14	\$233.34		
July	15	\$250.01		
August	16	\$266.68		
September	17	\$283.35		
October	18	\$300.02		
November	19	\$316.69		
December	20	\$333.36		

If you apply in May

Birth month	Duration (Months)	New RV Retailer		
January	20	\$333.36		
February	21	\$350.03		
March	22	\$366.70		
April	23	\$383.37		
May	12	\$200.00		
June	13	\$216.67		
July	14	\$233.34		
August	15	\$250.01		
September	16	\$266.68		
October	17	\$283.35		
November	18	\$300.02		
December	19	\$316.69		

If you apply in June

Birth month	Duration (Months)	New RV Retailer		
January	19	\$316.69		
February	20	\$333.36		
March	21	\$350.03		
April	22	\$366.70		
May	23	\$383.37		
June	12	\$200.00		
July	13	\$216.67		
August	14	\$233.34		
September	15	\$250.01		
October	16	\$266.68		
November	17	\$283.35		
December	18	\$300.02		

If you apply in July

Birth month	Duration (Months)	New RV Retailer		
January	18	\$300.02		
February	19	\$316.69		
March	20	\$333.36		
April	21	\$350.03		
May	22	\$366.70		
June	23	\$383.37		
July	12	\$200.00		
August	13	\$216.67		
September	14	\$233.34		
October	15	\$250.01		
November	16	\$266.68		
December	17	\$283.35		

If you apply in August

Birth month	Duration (Months)	New RV Retailer		
January	17	\$283.35		
February	18	\$300.02		
March	19	\$316.69		
April	20	\$333.36		
May	21	\$350.03		
June	22	\$366.70		
July	23	\$383.37		
August	12	\$200.00		
September	13	\$216.67		
October	14	\$233.34		
November	15	\$250.01		
December	16	\$266.68		

If you apply in September

Birth month	Duration (Months)	New RV Retailer		
January	16	\$266.68		
February	17	\$283.35		
March	18	\$300.02		
April	19	\$316.69		
May	20	\$333.36		
June	21	\$350.03		
July	22	\$366.70		
August	23	\$383.37		
September	12	\$200.00		
October	13	\$216.67		
November	14	\$233.34		
December	15	\$250.01		

If you apply in October

Birth month	Duration (Months)	New RV Retailer		
January	15	\$250.01		
February	16	\$266.68		
March	17	\$283.35		
April	18	\$300.02		
May	19	\$316.69		
June	20	\$333.36		
July	21	\$350.03		
August	22	\$366.70		
September	23	\$383.37		
October	12	\$200.00		
November	13	\$216.67		
December	14	\$233.34		

If you apply in November

Birth month	Duration (Months)	New RV Retailer		
January	14	\$233.34		
February	15	\$250.01		
March	16	\$266.68		
April	17	\$283.35		
May	18	\$300.02		
June	19	\$316.69		
July	20	\$333.36		
August	21	\$350.03		
September	22	\$366.70		
October	23	\$383.37		
November	12	\$200.00		
December	13	\$216.67		

If you apply in December

Birth month	Duration (Months)	New RV Retailer		
January	13	\$216.67		
February	14	\$233.34		
March	15	\$250.01		
April	16	\$266.68		
May	17	\$283.35		
June	18	\$300.02		
July	19	\$316.69		
August	20	\$333.36		
September	21	\$350.03		
October	22	\$366.70		
November	23	\$383.37		
December	12	\$200.00		