



**RENEWAL**  
**MANUFACTURED HOUSING RETAILER'S LICENSE**

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

**This application must be COMPLETED in detail or will not be reviewed . Return to the above address by the last day of your birth month or incorporation month. All statements made herein are subject to the penalties of perjury as set forth in the Certificate at the end of the application.**

**All licenses will expire on the birth month of the Primary Owner or month of Incorporation, whichever applies. Please submit with the renewal fee of \$250.00. See payment option form enclosed.**

1. Name of the Manufactured Housing Retailer d.b.a.: \_\_\_\_\_

2. Exact Lot Address:  
Street: \_\_\_\_\_

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

County: \_\_\_\_\_ **Current Manufactured Housing Retailer License #:** \_\_\_\_\_

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

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

5. **\*\*\* An Updated Certificate Of Insurance MUST be attached.** Office of Housing, Buildings and Construction must be listed as a certificate holder. (See letterhead above for exact wording.)

6. **\*\*\* A copy of your current Certified Installer Card MUST be attached.**

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

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

**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.

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