



# Florida

## Department of Highway Safety and Motor Vehicles

### *Division of Motorist Services Manufactured Housing Section*

<b>PROCEDURE:</b>  MHS - 15	<b>SUBJECT:</b>  ISSUING MANUFACTURED HOME INSTALLER LICENSES
<b>DESCRIPTION AND USE:</b>  This procedure concerns the issuance of manufactured home installer licenses.	

#### I. PROVISIONS OF LAW:

- A. Section 320.8249(1) Florida Statutes (F.S.) provides that: "Any person who engages in mobile home installation shall obtain a mobile home installers license from the Manufactured Housing Section of the Department of Highway Safety and Motor Vehicles..." "Said license shall be renewed annually, and each licensee shall pay a fee of \$150."
- B. Section 320.8249(2), F.S., requires an applicant for an original mobile home installer license to pay an application fee not to exceed \$100. The department has set the application fee at \$50.
- C. Section 320.8249(3), F.S., provides that in order to obtain a mobile home installer license the applicant must hold a valid performance bond not to exceed \$5,000 and must also carry liability insurance in an amount to be determined by the department not to exceed \$100,000. The department requires a \$100,000 liability insurance policy of licensed mobile home installers.
- D. Section 320.8249(3), F.S., also requires an applicant for a mobile home installer license to complete "a minimum eight hour training course approved by the department and must pass a department-approved examination designed to test the skills necessary to properly and competently perform mobile home installation and to ascertain that the applicant has adequate knowledge of federal, state, and local laws applicable to mobile home installation contracting." The department currently provides a 12-hour course to mobile/manufactured home installer license applicants. This law also provides that: "The department may charge an

**Revisions to this procedure:** *Attachment A & C- Updated letterhead and contact person. Attachment A, B & C updated class schedules. Attachment D -updated edition date, class schedule, verbiage, Room # and name. Attachment F –updated class attendance card. Attachment I- updated names. Attachment J- New Exam Scores form. Attachment O- updated credit card form. Attachment V & W- deleted year.*

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## MANUFACTURED HOUSING SECTION

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examination fee sufficient to defray the costs of developing or obtaining and providing the examination, not to exceed \$100." The department provides the training classes to applicants at no charge, however, the department charges \$100 for the examination.

- E. Section 320.8249(9), F.S., provides that: "No licensed person or applicant shall:
- a. Obtain a mobile home installers license by fraud or misrepresentation.
  - b. Be convicted or found guilty of, or enter a plea of nolo contendere to, regardless of adjudication, a crime in any jurisdiction which directly relates to the practice of mobile home installation or the ability to practice.
  - c. Violate any lawful order of the department.
  - d. Commit fraud or deceit in the practice of contracting.
  - e. Commit incompetence or misconduct in the practice of contracting.
  - f. Commit gross negligence, repeated negligence, or negligence resulting in a significant danger to life or property."
- F. Section 320.8249(10), F.S., provides that: "Any licensed person or license applicant who violates any provisions of subsection (9), may have any of the following disciplinary penalties imposed by the department:
- a. License revocation.
  - b. License suspension.
  - c. A fine not to exceed \$1,000 per violation.
  - d. A requirement to take and pass, or retake and pass, the department-approved examination.
  - e. Probation.
  - f. Probation subject to such restrictions of practice as the department chooses to impose.
  - g. A notice of noncompliance, or
  - h. Refusal of licensure application."

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### II. APPLYING FOR AN INSTALLER LICENSE:

- A. When a person calls or writes to the Manufactured Housing Section (MHS) to inquire about becoming a licensed mobile/manufactured home installer, he or she is sent a list of installer license requirements (see **Attachment A on page 10**) and schedule of classes (see **Attachment B on page 11**).
- B. When they confirm that they want to become a licensed installer they are scheduled for a class and sent a confirmation notice (see **Attachment C on page 12**), a Mobile/Manufactured Home Installer Training and Exam Information brochure (see **Attachment D on pages 13-18**) and an Examination Registration Form (see **Attachment E on page 19**).
- C. The Examination Registration form is not completed until the class has been completed. Applicants are given the opportunity to take the examination immediately upon completing the class or a later date at the end of another class

### III. MOBILE/MANUFACTURED HOME INSTALLER CLASS:

- A. Each installer license applicant must complete a 12-hour class regarding regulations governing mobile/manufactured home installation (both state and federal) and proper installation procedures.
- B. In each class attendees are given a card to complete showing their name, address, driver license number and signature (see **Attachment F on page 20**). These cards are sent to the Mobile Home Installer License Section. This section enters each attendee's name and mailing address into a Micro Soft WORD program by date of class. Then a mail merge is completed in order for class certificates, rosters and mailing labels to be printed.
- C. At the conclusion of the class attendees who elect to take the examination immediately complete the Examination Registration Form and pay the \$100 examination fee. The person administering the exam completes the bottom portion of the Examination Registration form to receipt the \$100 exam fee and gives a copy of the completed form back to the class attendee. The original copy and the payment are then sent to the Revenue Section of the Bureau of Accounting.

### IV. PROCESSING THE LICENSE APPLICATION:

- A. The Installer License Section shall review the application to ensure that the following are present with the application.
  - 1. A complete license application form, either form HSMV-81401, Manufactured/Mobile Home Installer License Application or form

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- HSMV-81409, Mobile Home Dealer/Installer License Application (**see Attachments G and H on pages 21 and 22 respectively**).
2. Documentation that the applicant has successfully completed the training course and passed the required examination. The Installer License Section issues certificates to each applicant upon completion of the course (**see Attachment I on page 23**), however, there must also be documentation of passing the examination which is also issued by the MHS (**see Attachment J on page 24**). A passing score is 70 percent or higher.
  3. Documentation that the applicant has a \$5,000 performance bond on Form HSMV-81402 (**see Attachment K on page 25**).
  4. Documentation that the applicant has a \$100,000 general liability insurance policy.
  5. Cash, a check or a credit card payment made out to the department for the \$150 license fee and the \$50 license application fee.
- B. An applicant for an installer license may be denied for any of the following reasons pursuant to section 320.8249, F.S.:
1. Not being at least 18 years of age.
  2. Providing false information on the application.
  3. Violation of any lawful order of the department.
  4. Commission of fraud or deceit in the practice of contracting.
  5. Commission of incompetence or misconduct in the practice of contracting.
  6. Commission of gross negligence, repeated negligence, or negligence resulting in significant danger to life or property.
  7. Commissions of violations of the installation standards for mobile homes or manufactured homes contained in Rules 15C-1.0102 thru 15C-1.0104, Florida Administrative Code
- C. **If the payment for the license is made with cash** the Installer License Section must do the following:
1. Prepare a Receipt.
    - a. The white copy of the receipt is given to the applicant.
    - b. The yellow copy of receipt is retained in the Receipt Book.
    - c. The pink copy of the receipt is attached to the application to be provided to the Revenue Section of the Bureau of Accounting with the white copy of the Deposit Ticket (**see Attachment L on page 26**). The yellow copy of the Deposit Slip is retained by the Installer License Section.

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2. Fill out a Deposit Ticket (**see Attachment L on page 26**).
3. Get Bank Bag & fill out front of bag as instructed (**see Attachment M on page 27**).
4. Place all cash in Bank Bag with Deposit Ticket.
5. Pull off the number at top of Bank Bag and cut and tape in the Installer License Section Deposit Ticket Book.
6. Rip off label from Bank Bag and seal bag.
7. Take Bank Bag to the department Revenue Section to be deposited.
8. The Revenue Section makes the deposit

**D. If the payment for the license is made with a check:**

1. The check must meet the following conditions:
  - a. The name and address of the bank must be imprinted on the face of the check.
  - b. The bank routing and transit number must be imprinted on the encoded line at the bottom of the check.
  - c. The customer's account number must be imprinted on the face of the check and appear to the right-hand side of the bank routing and transit number on the encoding line at the bottom of the check.
  - d. The amount of the check must appear clearly on the face of the check and the amount which appears in numbers must correspond to the amount written or typed.
  - e. The check must be clearly signed by the applicant.
  - f. The check must be dated.
  - g. The processing of the payment is the same as for case (**see: IV. C. 2-8**)
2. **If the check was received in the mailroom**, they will use the Cash Receipt System (CRS) to generate a Batch Report for the transaction showing the "Batch Number," Installer making the payment and the amount of payment (**see Attachment N on page 28**). They will then scan the completed license application form and CRS Batch Report and send them to the Revenue Section of the Bureau of Accounting. Copies will also be sent to the Installer License Section. When the Installer License Section does the process to issue the license on FRVIS, the information from this CRS Batch Report will already be in the system which will authorize issuing the license.
3. **If the check is delivered from a walk-in customer** the process is identical to taking cash (see II. C. above); however, the check must be stamped showing the following:

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**PAY TO THE ORDER OF  
BANK OF AMERICA  
FOR DEPOSIT ONLY  
CHIEF FINANCIAL OFFICER OF FL  
DEPT. OF HIGHWAY SAFETY  
MOBILE HOME INSTALLER LIC PROGRAM  
LOCATION 7600801  
898042570247**

**E. If the payment for the license is made with a credit card:**

1. When the license issuance procedure in FRVIS is completed (see IV. F. below) the system prompts for method of payment (i.e., cash, check or credit card). When credit card is selected you must enter the credit card number and then enter other information about the credit card and credit card holder. To facilitate entering this information and to keep a record of who processed the transaction, a form is used to gather the information **(see Attachment O on page 29)**.
2. When the decal issuance process is complete the specific credit card information on the form is blacked out to protect the customer's privacy; however, the completed form is filed for later reference.

**F. If all the requirements noted above have been met, the Installer License Section will enter the order data into the license issuance system in FRVIS which shall include the following:**

1. Log on to FRVIS and click on the button to issue a license. The screen which appears is shown on **Attachment P on page 30**.
2. The FRVIS will prompt for the various data elements including the bond, liability insurance, class date, exam score, etc.
3. Once all requirements have been verified tab over to "Fees" which will prompt for method of payment (i.e., cash, check or credit card).
4. Once all the requirements are met the license will become activated and the following must be done.
  - a. In the FRVIS installer license system under the drop down box click on "Print License" then tab then click on "Print." Insert blue card stock in the printer to print the license **(see Attachment Q on page 31)**. After verifying that the printed license is correct emboss it with a seal then laminate it. A copy is made for placement in the installers' file.



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### V. LICENSE RENEWALS:

To renew an installer license, the applicant must meet all the requirements noted above in sections IV. A. thru D.

- A. Approximately 60 days prior to the end of the license period, September 30 of each year, license renewal notices will be sent to all currently licensed installers with a license renewal application. To help remind applicants of the requirement to renew prior to October 1 of each year, the beginning of the new license period, the license application forms have been amended slightly (**see Attachments V and W on pages 37 and 38 respectively**).
- B. The fee for renewal of an installer license is \$150; however, if the renewal application is sent after the new license period begins on October 1, the fee is \$200, including the \$50 license application fee.
- C. The process to review an installer license renewal applications is identical to that used for initial license applications except the licensee's information is already in FRVIS (**see Attachment X on page 39 for a copy of the FRVIS screen**).
  - 1. When renewing a license the license applicant does not pay the \$50 license application fee. They pay on the license fee of \$150.
  - 2. If the license renewal application is received after October 1, the license renewal applicant will pay the license application fee of \$50.

### VI. LICENSE FEE REFUNDS:

A licensed manufactured home installer may not receive a refund of the license application fee, however, they may receive a refund the \$150 license fee if the application is denied. The procedure is as follows:

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**A. Procedure for refunding a license fee:**

1. Pull the CRS Report where the license was purchased then log into the CRS. In the CRS enter the control number which appears on the CRS Report and that will bring up all the relevant data.
2. In CRS specify the license fee to be refunded.
3. Then enter the reason code which is **V0001** for “Money Sent In Error,” **V0002** for “Refunds Of Unused Decals Per Departmental Rule 15C-2.0073(7)(c),” or **V0003** “License Was Not Issued – Refund License Fee.” When this is done a report will be generated (**see Attachment Y on page 40**). A copy of this report must be signed by the Supervisor of the Installer License Section and sent to the Bureau of Accounting Refund Section.

- B. Refunds are available for only three years** pursuant to section 215.26(2), Florida Statutes which provides the following: “Thus, Application for refunds as provided by this section shall be filed with the Comptroller, except as otherwise provided herein, within 3 years after the right to such refund shall have accrued else such right shall be barred.”

### **IV. SALE OF LICENSED INSTALLER LIST:**

- A.** When someone requests a list of licensed installers, they are charged a fee of \$19.50 which includes \$15 for the list and \$4.50 for mailing the list.
- B.** The check submitted for a list is sent to the Bureau of Accounting with a Deposit Slip especially for this purpose. (**see Attachment Z on page 41**).

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### ATTACHMENT A



**A SAFER  
FLORIDA**  
HIGHWAY SAFETY AND MOTOR VEHICLES

Terry L. Rhodes  
Executive Director

2900 Apalachee Parkway  
Tallahassee, Florida 32309-0500  
www.flhsmv.gov

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### Mobile Home Installer Licensing Requirements

- **Must be at least 18 years old**
- **Attend a 12-Hour Course on the Installation of Mobile Homes**
  - \* Cost: Free.
  - \* Copy of class schedule attached.
  - \* Registration contact installer licensing office at 850-617-3004.
- **Pass Mobile Home Installer Exam**
  - \* Cost: \$100
  - \* Must pass with a score of 70 or higher.
  - \* Copy of exam schedule attached.
  - \* Registration contact installer licensing office at 850-617-3004.
- **Must Hold a Valid \$5,000 Performance Bond**
  - \* Covers the proper performance of mobile home installation and weather sealing duties for a period of 1 year.
  - \* Mobile home dealers use their \$25,000 surety bond in lieu of the \$5,000 performance bond.
- **Must Carry \$100,000 General Liability Insurance.**
  - \* Covers property damage during the installation of mobile homes.
- **Make Application with the Division of Motorist Services.**
  - \* Contact mobile home installer licensing office at 850-617-3004 for an application packet.
  - \* Cost \$50 application fee and \$150 license fee.
  - \* License period is from October 1 to September 30.

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**ATTACHMENT B**

**MOBILE HOME INSTALLER  
CLASS & EXAM SCHEDULE**

The Installer Classes and Exam are conducted quarterly:  
(The dates will be announced)

March - Tallahassee

June - Tampa

September - Tallahassee

December - Tampa

**\*Please call 850-617-3004 for Registration**

1<sup>st</sup> day: Class (8:00 a.m. to 5:00 p.m.)

2<sup>nd</sup> day: Class (8:00 a.m. to 12:00 p.m.)

2<sup>nd</sup> day: Exam (1:30 p.m. to 4:30 p.m.)



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ATTACHMENT D



Department of Highway Safety and Motor Vehicles  
Division of Motorist Services  
Manufactured Housing Section

***Mobile/Manufactured Home Installer Training and  
Exam Information***

This informational *packet* will describe the process of obtaining a Florida mobile/manufactured home license.

**NOTE:**

***The State administered exam is not available to applicants who received the 8 hour training course for the Thompson/Prometric Exam.***

March 2015

Revision Date: 05/02/15

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### **GENERAL**

You have received this information packet from the Manufactured Housing Section by registering for the two day, 12 hour training class. You are encouraged to study this information and call 850-617-3004 if you have additional questions. In order to receive your Florida installer's license you must:

1. Applicants must be at least 18 years old.
2. Take a 12 hour training class.
3. Take and pass a department-approved exam.
4. Obtain a \$5,000.00 performance bond.
5. Obtain a general liability policy for \$ 100,000.00.
6. Apply to the Bureau for licensure.

### **TRAINING**

The training required is a twelve hour, two day course. You must study for the exam due to the large amount of material and the complexities of mobile/manufactured home installation. **Even a twelve hour training course will not prepare you for the exam without further study.** Study materials will be as follows and will be provided by the department on the day of the training.

1. Installation Course for Manufactured Housing, **2013** edition.
2. OSHA Excerpts for Florida Mobile Home Set-Up and Tie-down.
3. Florida Statutes: 320.8249 and 320.8285.
4. Florida Administrative Code (F.A.C.), Rule Chapter 15C-1 and relevant parts of Rule Chapter 15C-2.
5. Additional information such as technical advisories and manufacturer's installation instructions.

The twelve hour training will be a detailed study in permitting, site conditions, layout of the land, placement of the home, site preparation, footings and foundations, anchors and tie-downs, connecting multi-wide homes, electrical, plumbing, heating and air conditioning, skirting and ventilation. Florida Statutes and F.A.C. Rules will be reviewed as well as the Department of Housing and Urban Development's (HUD's) Model Manufactured Home Installation Standards.

No audio or video recording is allowed in the 12 hour training course. **No cameras, cell phones, audio or video recording devices will be allowed in the examination rooms.**

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### **EXAM**

You may take the exam after the 12 hour training; however the department ***recommends*** an extensive study period before the exam. The exam will be an opened book test. If you decide to schedule the exam at a later date you must bring your study materials to the examination site. The exam will have 80 questions and you must pass with at least a 70 percent score. ***The cost of the exam is \$ 100.00 and if you fail the exam you must re-register and pay the testing cost of \$ 100.00 each time you re-take the exam.***

### **REGISTERING FOR THE TRAINING AND EXAM**

You have registered for the training when you called our Installer License Section at 850-617-3004. However, you must register for the exam by filling out the registration form attached to this information packet and hand it in before you take the exam. If you decide to take the exam at a later date, you must still register with the Installer License Section (850-617-3004) to schedule the examination and remember seating is limited in all training facilities so submit your exam registration early. When filling out the registration form, you must provide your contact information and driver's license number. The exam form must be carefully completed. Any missing or incorrect information may cause your registration to be rejected.

There will be no out of state training or testing.

### **SPECIAL CONSIDERATION**

**ADA accommodation.** If you require testing accommodations under the Americans with Disabilities Act (ADA), please call Bureau headquarters at 850-617-3004 to obtain a request form. Reasonable testing accommodations are provided to allow candidates with documented disabilities recognized under the ADA an opportunity to demonstrate their skills and knowledge. Submit professional documentation of your disability with your form to help us determine the necessary testing arrangements. Thirty days' advance notice is required for all special testing arrangements. There is no charge for these accommodations.

**ESL Note:** If English is your second language, please note that a language barrier is not considered a disability. All training materials and exams will be in English.

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**PAYMENT**

You must make payment on the day you take the exam. *Cash, Checks and Money Orders will be accepted at the Tallahassee training site. Only Checks or Money Orders will be accepted at the Tampa training site. Any returned checks will void the results of the examination.* Should any personal checks be returned for insufficient funds, only a certified check, cashier's check or money order will be accepted by the Department and it must be received within two weeks or the exam may be voided altogether.

**STUDYING FOR THE EXAM**

You must study for the exam due to the large amount of material relating to the set-up of manufactured homes. The Department encourages extensive study before taking the exam in order for you to receive the best score you can. However, the exam is available to anyone who has attended the twelve hour training course.

**EXAM DATES**

Exams will be given after the class and if the demand dictates, the Bureau may elect to conduct a second test. Exams will be in the location of the training and the schedule is as follows. Locations are subject to change.

MONTHLY TRAINING AND TESTING				
Month	Dates	Training	Test	Location
March	TBA	8:00am to 5:00pm on the 1 <sup>st</sup> day 8:00am to 12:00 noon on 2 <sup>nd</sup> day	1:30 to 4:30 on the 2 <sup>nd</sup> day	Tallahassee
June	TBA	8:00am to 5:00pm on the 1 <sup>st</sup> day 8:00am to 12:00 noon on 2 <sup>nd</sup> day	1:30 to 4:30 on the 2 <sup>nd</sup> day	Tampa
September	TBA	8:00am to 5:00pm on the 1 <sup>st</sup> day 8:00am to 12:00 noon on 2 <sup>nd</sup> day	1:30 to 4:30 on the 2 <sup>nd</sup> day	Tallahassee
December	TBA	8:00am to 5:00pm on the 1 <sup>st</sup> day 8:00am to 12:00 noon on 2 <sup>nd</sup> day	1:30 to 4:30 on the 2 <sup>nd</sup> day	Tampa

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### **WHAT TO BRING ON EXAM DAY**

- Your information packet.
  - Your exam registration form filled out (if you plan to take the test)
  - A current, valid, driver's license or State issued photo ID.
  - Two sharpened No. 2 pencils with erasers.
  - A battery operated calculator (calculators capable of alphabetic entry **cannot** be used)
- Important** – If you fail to provide appropriate identification at the time of the exam, you will not be allowed to take the exam. Exams begin promptly at the scheduled times. You must arrive 15 minutes prior to test time to check in. **You will need 3 hours to take the exam, so late arrivals will not be allowed to take the exam.**

### **EXAM REGULATIONS**

To ensure all applicants are tested under the same favorable conditions, the following regulations and procedures will be observed during each test. Failure to follow any of these procedures may result in disqualification of your examination.

**Reference material** – You will be able to refer to all training materials listed on page 2.

**Personal items** – Electronic items such as cameras, video recorders, tape recorders, cell phones, PDAs, pagers, etc., are not permitted in the testing area. Briefcases and backpacks are not permitted.

**Pocket items** – Keys, wallets, etc. must remain in your pocket during testing.

**Breaks** – If you leave the testing room while an exam is in progress, you must turn in your test booklet and answer sheet when leaving the room. It will be returned upon your return to class. (You will lose exam time if breaks taken). You are not allowed to use any electronic devices or phones during breaks.

**Visitors** – No guests, visitors or family members are allowed in the testing area.

**Misconduct or disruptive behavior** – Applicants who engage in any kind of misconduct or disruptive or offensive behavior may be dismissed from the examination. Examples are: giving or receiving help, taking part in an act of impersonation, removing test materials or notes from the testing room, using rude or offensive language and behavior that delays or interrupts testing.

**Inspection** – The exam administrator may inspect your area and collect any materials that violate the rules.

**Questions** – The exam administrators are not allowed to answer any questions pertaining to the exam content. If you do not understand a question on the exam, you should answer the question to the best of your ability. There is no penalty for guessing, so be sure to mark an answer for each question.

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### **EXAM RESULTS**

A score report will be mailed to you approximately 10 business days after your exam date. To ensure confidentiality, scores will not be disclosed over the phone or faxed.

**Passing score** – A score of 70 percent or above is required to pass the exam. Scores are based on the number of questions answered correctly, You will not be given credit for any question answered incorrectly, marked with more than one answer or left blank,

**Notification of pass or fail** – The score report will contain a strength and weakness report. If you fail the exam, this report will guide you to the areas that you need to concentrate your study efforts before retaking the exam. It will show how many questions were included in each subject area and how many questions you answered correctly in each area.

**Retake information** – If you do not pass the exam, you may retake it at the next scheduled exam date. Seating is limited so call early. You must re-register to take the exam a second time and pay the \$ 100.00 exam fee again.

**Obtaining your license** – The Installer License Section Tallahassee will issue a license to applicants who have successfully completed all licensure requirements. Please not that passing an exam is not a guarantee that a license will be issued.

### **EXAM DISAGREEMENTS OR APPEALS**

Our goal is to provide a quality exam and a pleasant testing experience for every candidate. If you are dissatisfied with either and believe we can correct the problem, we would like to hear from you. We provide an opportunity for general comments at the end of your exam. Your comments will be reviewed by our personnel, but you will not receive a direct response.

If you are requesting a response about exam content, registration, scheduling or test administration (testing site procedures, equipment, personnel etc.), please submit an appeal in writing. Your appeal letter must provide your name and Driver's License number, the date you tested and the details of your concern, including all relevant facts. Be sure to include your signature and return address. Mail your appeal letter to:

Manufactured Housing Section  
2900 Apalachee Parkway, Room A137, MS 66  
Neil Kirkman Building  
Tallahassee, FL 32399  
Attn: Karen Thorson

Your appeal will be reviewed and you will be sent a written response within 15 business days of receipt. Faxed appeals are not accepted because an original signature is required.

**MANUFACTURED HOUSING SECTION**

<b>Subject:</b> ISSUING MANUFACTURED HOME INSTALLER LICENSES	<b>Procedure #</b> MHS-15	<b>Page #</b> Page 19 of 41
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**ATTACHMENT E**



**DEPARTMENT OF HIGHWAY AND MOTOR VEHICLES**

**DIVISION OF MOTORIST SERVICES**

**MANUFACTURED HOUSING SECTION**

**EXAM REGISTRATION FORM**

**FOR FLORIDA'S INSTALLATION OF MANUFACTURED HOMES**

**Applicant Information**

Last Name	First Name	Middle Initial	Drivers License Number
Street Address (including Apt. number)			
City		State	ZIP Code
Daytime Phone Number (including area code) ( )		Evening Phone Number (including area code) ( )	

<b>EXAM TITLE</b>	<b>FEE</b>
Manufactured Home Set-Up and Tie-down Exam	\$ 100.00

**Payment:** Fee may be paid by personal check, certified check, cashier's check or money order.

<b>Exam Date</b>	<b>Location</b>

By signing and submitting this form, I certify that I am the candidate named above and I agree to comply with all examination rules and regulations. I understand failure of the exam will require another \$100.00 registration fee to retake the exam.

**Note:** Cell phones, cameras, video recorders, etc., will not be allowed in the examination room. Possession of any such device may disqualify your test and your ability to retake the exam.

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

**for office use only - do not write below this line**

Date received \_\_\_\_\_ Amount Received: \_\_\_\_\_

Authorized Signature \_\_\_\_\_

**MANUFACTURED HOUSING SECTION**

<b>Subject:</b> ISSUING MANUFACTURED HOME INSTALLER LICENSES	<b>Procedure #</b> MHS-15	<b>Page #</b> Page 20 of 41
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**ATTACHMENT F**

**MOBILE HOME INSTALLER LICENSE APPLICANT CLASS ATTENDANCE CARD**

<b>Attendee's Name:</b> _____ <small>(Please print your Name as it appears on your Driver's License)</small>	
<b>Address:</b> _____	
<b>City/State/Zip Code:</b> _____	
<b>Telephone Number:</b> (    ) - _____	
<b>Driver License Number:</b> _____	<b>State:</b> _____
<b>Installer/Dealer License # (If Applicable):</b> _____	
<b>Signature &amp; Date:</b> _____ <p align="right">(1<sup>st</sup> Day)</p>	
<b>Signature &amp; Date:</b> _____ <p align="right">(2<sup>nd</sup> Day)</p>	



**MANUFACTURED HOUSING SECTION**

<b>Subject:</b> ISSUING MANUFACTURED HOME INSTALLER LICENSES	<b>Procedure #</b> MHS-15	<b>Page #</b> Page 22 of 41
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**ATTACHMENT H**



STATE OF FLORIDA  
DEPARTMENT OF HIGHWAY SAFETY AND MOTOR VEHICLES  
**DIVISION OF MOTORIST SERVICES**  
2900 APALACHEE PARKWAY,  
NEIL KIRKMAN BUILDING, MS 66  
TALLAHASSEE, FLORIDA 32399-0640  
850/617-3004

**MOBILE HOME DEALER/INSTALLER LICENSE APPLICATION**

Pursuant to section 320.8249, Florida Statutes, I hereby make application for a license to install new and/or used manufactured/mobile homes.

Original       Renewal       Change of Mailing Address

**DMS USE ONLY**

**PRINT/TYPE**

DH License # \_\_\_\_\_

License Number

Business Name: \_\_\_\_\_

Date Issued

Mailing Address: \_\_\_\_\_  
Business Phone Number \_\_\_\_\_

City \_\_\_\_\_ County \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Physical Address (if different from above): \_\_\_\_\_

Bond

E-Mail Address: \_\_\_\_\_

Insurance

Name of Class & Exam Attendant: \_\_\_\_\_

Taken Class

Attendant Driver License #: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Passed Exam

Approved/Denied

**Original Application:** \$200.00 for Application and License Fees  
(If license is denied for any reason \$150 license fee will be refunded to applicant.)

**Renewal Application:** \$150.00 for License Fee received by October 1.  
(After October 1, additional \$50.00 late fee charged.)

**Change of Address:** No Fee

Initials \_\_\_\_\_

Application Fee

Date Received

I hereby certify by my signature that I have not been convicted or found guilty of, or enter a plea of nolo contendere to, regardless of adjudication, a crime in any jurisdiction which directly relates to the practice of mobile home installation or the ability to practice. That information I have provided in this application is true and correct. I agree to abide by all laws of Florida, including Chapter 320, Florida Statutes and all applicable rules, policies and procedures of the Department of Highway Safety and Motor Vehicles.

License Fee

I understand that any false information provided on this form and/or any violations of Florida Statute 320.8249 may result in disciplinary penalties imposed by the department. I further understand that I must meet all zoning, permitting and occupational license requirements that may be mandated by city or county ordinances.

Date Received

\_\_\_\_\_  
Signature (Officer of Dealership)

\_\_\_\_\_  
Date

MANUFACTURED HOUSING SECTION

<b>Subject:</b> ISSUING MANUFACTURED HOME INSTALLER LICENSES	<b>Procedure #</b> MHS-15	<b>Page #</b> Page 23 of 41
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ATTACHMENT I

EXAMPLE INSTALLER TRAINING CLASS CERTIFICATE

**STATE OF FLORIDA**  
**DEPARTMENT OF HIGHWAY SAFETY AND MOTOR VEHICLES**  
**DIVISION OF MOTORIST SERVICES**

**This is to Certify that**

***Joseph M. Smedley***

*has satisfactorily completed an 12-hour training course on  
Installation of Mobile Homes  
as prescribed by Florida Statutes 320.8249*



**In Witness of, we hereby affix our signatures *on this 00<sup>h</sup> day of 0000, 2015***

\_\_\_\_\_  
Julie Baker, Bureau Chief

\_\_\_\_\_  
James McGowan, Field Services Manager

**MANUFACTURED HOUSING SECTION**

<b>Subject:</b> ISSUING MANUFACTURED HOME INSTALLER LICENSES	<b>Procedure #</b> MHS-15	<b>Page #</b> Page 24 of 41
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**ATTACHMENT J**

**DEPARTMENT OF HIGHWAY AND MOTOR VEHICLES**

**DIVISION OF MOTORIST SERVICES**

**MANUFACTURED HOUSING SECTION**

**EXAM SCORE**

**FOR FLORIDA'S INSTALLATION OF MANUFACTURED HOMES**

**Candidate Information**

Last Name	First Name	Middle Initial
Street Address (including Apt. number)		
City	State	ZIP Code
Driver's License Number		

Exam Date	Exam Location
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**EXAM RESULTS**

Circle One

**Pass**

**Fail**

**Score by percentage**

Strength and weakness report		
Area of study	Number of questions	Number correctly answered
OSHA Regulations	4	
Rules, Regulations, Statutes	14	
Site Preparation	7	
Close Up	6	
Anchor and Tie-downs	17	
Footing and Foundations	27	
Utilities	5	

**NOTE:** If you received a failing score, the table above will show you where you need to concentrate your study efforts before retaking the exam.

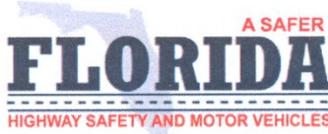
James McGowan, Field Service Manager

**MANUFACTURED HOUSING SECTION**

<b>Subject:</b> ISSUING MANUFACTURED HOME INSTALLER LICENSES	<b>Procedure #</b> MHS-15	<b>Page #</b> Page 25 of 41
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**ATTACHMENT K**

STATE OF FLORIDA  
 SAFETY AND MOTOR VEHICLES  
 DIVISION OF MOTORIST SERVICES  
 2900 APALACHEE PARKWAY  
 ROOM B-152, Mail Stop #66  
 TALLAHASSEE, FLORIDA 32399-0640



**PERFORMANCE BOND**  
**MOBILE HOME INSTALLER**

**Bond No.** \_\_\_\_\_

**KNOW ALL MEN BY THESE PRESENTS:**

That we \_\_\_\_\_ as principal and \_\_\_\_\_ a surety company qualified to do business in the State of Florida, as a surety are held and firmly bound unto the duty appointed and qualified Director of the Division of Motorist Services of the State of Florida, Department of Highway Safety and Motor Vehicles, and the successors in office of said Director in the penal sum of Five Thousand Dollars, for the payment whereof well and truly to be made, we do hereby jointly and severally bind ourselves, our heirs, legal representatives, successors and assigns, firmly by these presents.

Signed and sealed this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_

The condition of the above obligation is such that:

**WHEREAS**, the above named principal has made to the obligee hereunder application for a license, under Section 320.8249, Florida Statutes, to engage in the business of mobile home installation, and

**WHEREAS**, the above named principal is required as a condition precedent to this appointment as such installer to deliver annually to the obligee hereto a good and sufficient surety bond for the license period conditioned upon proper performance of mobile home installation and weather sealing duties.

**WHEREAS**, such bond shall be in favor of any person who shall suffer any loss as a result of any violation of the conditions hereinabove contained.

**NOW THEREFORE**, if the above named principal shall properly perform all mobile home installation and weather sealing duties undertaken, and such installer shall pay or cause to be paid to any person any loss or damages which such person shall sustain as a result of any failure to comply with the conditions set forth herein, then this obligation shall be void, otherwise to remain in full force and effect.

This bond becomes effective as of \_\_\_\_\_, 20 \_\_\_\_\_, in support of a license issued for the term ending \_\_\_\_\_, 20 \_\_\_\_\_, and may be continued by certificate each year in support of any license issued for any subsequent year.

**Provided**, however, that the aggregate liability of the surety hereunder shall in no event, in any one (1) year, exceed the sum of the bond.

**Provided**, further, the surety shall have the right to terminate its liability hereunder by serving written notice of its election so to do, by United States registered mail, upon the obligee, and thereupon the surety shall be discharged from any liability hereunder for any default of the principal, after the expiration of thirty (30) days from and after service of such notice.

The premium anniversary date on this bond shall be the first day of October 20 \_\_\_\_\_.

\_\_\_\_\_  
SIGNATURE OF MOBILE HOME INSTALLER (PRINCIPAL)

\_\_\_\_\_  
SIGNATURE OF ATTORNEY-IN-FACT (SURETY)

\_\_\_\_\_  
TYPED NAME OF MOBILE HOME INSTALLER

\_\_\_\_\_  
TYPED NAME OF ATTORNEY-IN-FACT (SURETY)

**MANUFACTURED HOUSING SECTION**

<b>Subject:</b> ISSUING MANUFACTURED HOME INSTALLER LICENSES	<b>Procedure #</b> MHS-15	<b>Page #</b> Page 26 of 41
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**ATTACHMENT L:**

DEPOSIT TICKET

FOR CLEAR COPY PRESS FIRMLY

DATE \_\_\_\_\_

	DOLLARS	CENTS
CURRENCY		
COINS		
CHECKS LIST EACH SEPARATELY		
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		
21		
22		
23		
24		
25		
26		
27		
28		
PLEASE RE-ENTER TOTAL HERE <b>TOTAL</b>		
PLEASE BE SURE ALL ITEMS ARE PROPERLY ENDORSED		

CHIEF FINANCIAL OFFICER OF FLORIDA  
 DEPARTMENT OF HIGHWAY SAFETY  
 MOBILE HOME INSTALLER LIC. PROGRAM  
 LOCATION # 7600801

**Bank of America**

Member FDIC  
 ACH R/T 063100277



\$

||' 76008010772 ||' | :510600106 | : 898042570247 ||'

TOTAL ITEMS  
 CHECKS AND OTHER ITEMS ARE RECEIVED FOR DEPOSIT SUBJECT TO THE PROVISIONS OF THE UNIFORM COMMERCIAL CODE FOR ANY APPLICABLE LAW

072

**MANUFACTURED HOUSING SECTION**

<b>Subject:</b> ISSUING MANUFACTURED HOME INSTALLER LICENSES	<b>Procedure #</b> MHS-15	<b>Page #</b> Page 27 of 41
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**ATTACHMENT M**

**BANK BAG INFORMATION**

9 1 5 5 7 9 3 2



**INSERT CASH AND COLORED COPY DEPOSIT TICKET IN TOP POUCH**  
**DEPOSIT BAG INSTRUCTIONS:**



- 1) Work on a flat surface.
- 2) Complete, remove and retain tear-off receipt for your records.
- 3) Complete ALL information below in BALL POINT PEN.
- 4) Place cash and Non-MICR colored copy of deposit ticket in top pouch of bag.
- 5) Remove trapped air.
- 6) Peel off release liner over sealing strip.
- 7) Press down firmly from center to edges.

**From:**

**Customer  
Name**

**Store Location /  
Number**

**Date**

**DEPOSIT SAID TO CONTAIN**

**Deposit to be credited to account subject to detailed verification of contents**

CASH (Coin \$10 Limit only) \$

CHECKS \$

TOTAL \$



**TO REMOVE CONTENTS-CUT ALONG THIS DOTTED LINE**

**MANUFACTURED HOUSING SECTION**

<b>Subject:</b> ISSUING MANUFACTURED HOME INSTALLER LICENSES	<b>Procedure #</b> MHS-15	<b>Page #</b> Page 28 of 41
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**ATTACHMENT N**

REPORT FOR 02-02-2011 THRU 02-02-2011  
PROGRAM AREA'S TRANSACTION TOTALS

**MOBILE HOME INSTALLER – FRVIS**

BATCH NO	CRS ID	REMITTER	PROPOSED CUSTOMER	CUSTOMER #	DL #	AMOUNT	STATUS	STATUS DATE	Payment Money Details		
231679	6102710002	MUNIE R RUPNARAIN COMMENTS-COUNTY/AGENCY/REPORT:68/30/2238 BATCH NUMBER 1384	RUPNARAIN MUNIE	42227449	R12345678912	150.00	PRO	02-02-2011	CK	150.00	2263
250074	6103436702	DALE'S MOBILE HOME SERVICE INC COMMENTS-COUNTY/AGENCY/REPORT:68/30/2238 BATCH NUMBER 1383	DALE'S MOBIE HOME SERVICE, INC.			200.00	PRO	02-02-2011	CK	200.00	008879

<http://websphereone/cashreceiptsystem/ProgramAreaReportResults>

**MANUFACTURED HOUSING SECTION**

<b>Subject:</b> ISSUING MANUFACTURED HOME INSTALLER LICENSES	<b>Procedure #</b> MHS-15	<b>Page #</b> Page 29 of 41
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**ATTACHMENT O**

**CREDIT CARD FORM**

**Date**

**MH Installer's Name**

**Name on Credit Card**

**Billing Address Zip Code**

**Type of Card**       -One  
**American Express**   
**Discover**   
**MasterCard**   
**Visa**

**Card #**

**Expiration Date**  
**Month**    **Year**  
   

**Security Code**  
**3-digit**

**Authorization Given By:**

**Information Taken By:**

**Note: Once the credit card transaction is complete, take a pen and completely mark out the credit card number (except the last four digits) and the security code. Attach this form to the file copy of the decal order form with the copy of the credit card receipt.**

**MANUFACTURED HOUSING SECTION**

<p><b>Subject:</b> ISSUING MANUFACTURED HOME INSTALLER LICENSES</p>	<p><b>Procedure #</b> MHS-15</p>	<p><b>Page #</b> Page 30 of 41</p>
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**ATTACHMENT P**

**ORIGINAL INSTALLER LICENSE SCREEN IN FRVIS**

The screenshot shows a software application window titled "Department of Highway Safety" with a sub-window titled "MIHFM100 - Original Installer License". The interface includes several sections for data entry:

- LICENSE TYPE/NUMBER:** A text field with a green highlight and a ">>" button.
- BUSINESS TYPE:** A dropdown menu.
- LICENSE STATUS:** A text field.
- LICENSE OWNERSHIP:** A section with "FEID" and "SUFFIX" fields, a "LICENSEE NAME" field, and a "BUSINESS OWNERSHIP" button.
- DBA NAME:** A text field.
- PHYSICAL ADDRESS:** Fields for "STREET ADDR.", "CITY", "REGION/ZONE", "STATE", "COUNTY", and "ZIP CODE".
- MAILING ADDRESS:** Fields for "STREET ADDR.", "CITY", "STATE", "COUNTY", "FOREIGN POSTAL", and "ZIP CODE".
- PHONE NUMBER:** Fields for "PHONE TYPE", "PHONE NUMBER", "EXT.", and "EMAIL".
- APP. RECEIVED DATE:** Fields for "EFFECTIVE DATE", "COMP APP RCVD DATE", and "EXPIRATION".
- APP. STATUS:** A text field.

At the bottom of the window, there are buttons for "OFFICERS", "EMPLOYEE QUALIFIER", "INSURANCE", "BOND", and "FEES". A status bar at the very bottom of the application displays the message: "RETRIEVE OK; 3 HITS MATCHED PROFILE." The Windows taskbar at the bottom shows the "start" button, the "Department of Highw..." taskbar item, and the system clock showing "11:56 AM".

**MANUFACTURED HOUSING SECTION**

<b>Subject:</b> ISSUING MANUFACTURED HOME INSTALLER LICENSES	<b>Procedure #</b> MHS-15	<b>Page #</b> Page 31 of 41
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**Attachment Q**

**MOBILE HOME INSTALLER LICENSE**

 Florida Mobile Home Installer  
License

LICENSEE: Joseph M. Smedley  
LICENSE NUMBER: IH 1025307  
EFFECTIVE DATE: 10/01/10      EXPIRATION DATE: 09/30/11

THE LICENSEE IS HEREBY CERTIFIED UNDER THE PROVISIONS OF SECTION 320.8249  
FLORIDA STATUTES TO CONDUCT AND CARRY ON BUSINESS AS AN INSTALLER OF  
MOBILE HOMES IN THE STATE OF FLORIDA.

  
Director, Division of Motorist Services  
State of Florida Department of Highway Safety and Motor Vehicles, Division of Motorist Services

**MANUFACTURED HOUSING SECTION**

<b>Subject:</b> ISSUING MANUFACTURED HOME INSTALLER LICENSES	<b>Procedure #</b> MHS-15	<b>Page #</b> Page 32 of 41
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**ATTACHMENT R**  
**APPLICATION/AFFIDAVIT FOR DUPLICATE**  
**MOBILE HOME INSTALLER LICENSE**

\_\_\_\_\_ Date: \_\_\_\_\_  
License Number

\_\_\_\_\_  
Installer's Name

\_\_\_\_\_  
Installer's Address

I certify that the license described herein has been lost in transit and never received by me, or that the original license issued in my name has been lost or destroyed.

I further certify that if the original license is found or received, I will immediately return it to the Mobile Home Installer Licensing Section, Division of Motorist Services at 2900 Apalachee Parkway, Neil Kirkman Building, MS 66, Tallahassee, Florida 32399-0640.

\_\_\_\_\_  
Installer's Signature

-----  
(GHQ USE ONLY)

Receipt Date \_\_\_\_\_

License reflecting forms control number \_\_\_\_\_ printed and mailed to mobile home installer at above address on \_\_\_\_\_ .

**MANUFACTURED HOUSING SECTION**

<b>Subject:</b> ISSUING MANUFACTURED HOME INSTALLER LICENSES	<b>Procedure #</b> MHS-15	<b>Page #</b> Page 33 of 41
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**ATTACHMENT S**

**REPORTS SCREEN IN FRVIS**

REPORT DATE: 02/02/2011

COPIES

[ ]	[ ]	CASHIER DETAIL REPORT
[ 2 ]	[ ]	CASHIER SUMMARY REPORT
[ ]	[ ]	TRANSACTION DETAIL
[ 2 ]	[ ]	TRANSACTION SUMMARY
[ ]	[ ]	VOIDED TRANSACTION DETAIL
[ ]	[ ]	TITLE AUDIT REPORT
[ ]	[ ]	DOR TRANS DETAIL REPORT
[ ]	[ ]	INITIAL EXEMPT DETAIL
[ ]	[ ]	EMISSIONS OVERRIDE REPORT
[ ]	[ ]	FEE OVERRIDE REPORT
[ ]	[ ]	REFUND REPORT
[ ]	[ ]	BAD CHECK TRANS DETAIL REPORT
[ 2 ]	[ F ]	DMV REGIONAL DEPOSIT REPORT

COPIES

[ ]	[ ]	OFFLINE DETAIL
[ ]	[ ]	OFFLINE VOIDED REPORT
[ ]	[ ]	OFFLINE CUMULATIVE
[ ]	[ ]	FLEET DETAIL REPORT
[ ]	[ ]	FLEET SUMMARY REPORT
[ ]	[ ]	DECALS PRINTED REPORT
[ ]	[ ]	E – COMM DETAIL REPORT
[ ]	[ ]	E – COMM SUMMARY REPORT
[ ]	[ ]	HIGH SPEED DETAIL REPORT
[ 1 ]	[ ]	CREATE CUSTOMER REPORT
[ ]	[ ]	MERGE CUSTOMER REPORT
[ ]	[ ]	REDUCED ANNUAL USE FEE REPORT
[ ]	[ ]	NATIONAL GUARD EXEMPTION REPORT
[ ]	[ ]	HEAVY VEHICLE USE TAX REPORT

PRINT REPORT(S)

**MANUFACTURED HOUSING SECTION**

<b>Subject:</b> ISSUING MANUFACTURED HOME INSTALLER LICENSES	<b>Procedure #</b> MHS-15	<b>Page #</b> Page 34 of 41
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**ATTACHMENT T**

REPORT ID: MLOFQ154 COUNTY / AGENCY: 68 / 30 REPORT STATUS: PENDING	DIVISION OF MOTOR VEHICLES DEPARTMENT OF HIGHWAY SAFETY & MOTOR VEHICLES	PAGE: 1 RUN DATE: 02/03/2011 RUN TIME: 12:39:32
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DMV REGIONAL DEPOSIT REPORT  
FOR REPORT DATE:  
02/02/2011

TRANSACTION SUMMARY REPORT:	350.00	DAILY DMV PAYMENTS RECEIVED (CREDIT CARD):	( + )	0.00
DMV PAYMENTS USED:	(-) 0.00	TITLE AND REGISTRATION CREDIT CARD:	( + )	0.00
CRS PAYMENTS USED:	(-) 350.00	TOTAL CREDIT CARD RECEIVED:		0.00
DAILY DMV PAYMENTS RECEIVED (CHECK/CASH):	( + ) 0.00			
TITLE AND REGISTRATION CREDIT CARD:	(-) 0.00			
<b>TOTAL DEPOSIT:</b>	<b>0.00</b>			

**MANUFACTURED HOUSING SECTION**

<b>Subject:</b> ISSUING MANUFACTURED HOME INSTALLER LICENSES	<b>Procedure #</b> MHS-15	<b>Page #</b> Page 35 of 41
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**ATTACHMENT U**

MLOFO125A  
 COUNTY/AGENCY: 68 30  
 REPORT DATE / NO 02/02/2011 2238  
 REPORT STATUS: PENDING

FLORIDA DEPARTMENT OF HIGHWAY SAFETY  
 TRANSACTION SUMMARY REPORT  
 IN COMPLIANCE WITH F.S. 116.01

PAGE : 1  
 RUN DATE: 02/03/2011  
 RUN TIME: 104258



DEPARTMENT OF HIGHWAY SAFETY AND MOTOR VEHICLES  
 P.O. BOX 5775  
 TALLAHASSEE, FLORIDA 32314

CHECK NUMBER / WIRE TRANSFER NO \_\_\_\_\_  
 AMOUNT \_\_\_\_\_

GRAND TOTALS

BRANCH 0.00	SERVICE 0.00	VESSEL CNTY FEE 0.00	RETAINED VESSEL 0.00	COUNTY OH LATE 0.00
BIENNIAL BRANCH 0.00	BIENNIAL SERVICE 0.00	BIENNIAL VESSEL CNTY FEE 0.00	BIENNIAL RETAINED VESSEL 0.00	BAD CHECK PENALTY 0.00
VEHICLE REMIT 350.00	VESSEL REMIT	MAIL 0.00	PROP APP 0.00	FAST TTL 0.00
# TRANS 2		AGENTS FEE 0.00	REMIT TOTALS 350.00	TRANSACTION TOTAL 350.00

TAX COLLECTOR \_\_\_\_\_

CONTROL NO. \_\_\_\_\_ DMV USE ONLY  
 POSTMARK DATE \_\_\_\_\_

**MANUFACTURED HOUSING SECTION**

<b>Subject:</b> ISSUING MANUFACTURED HOME INSTALLER LICENSES	<b>Procedure #</b> MHS-15	<b>Page #</b> Page 36 of 41
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**ATTACHMENT U continued...**

MLOFO125A  
 COUNTY/AGENCY: 68 30  
 REPORT DATE / NO 02/02/2011 2238  
 REPORT STATUS: PENDING

FLORIDA DEPARTMENT OF HIGHWAY SAFETY  
 TRANSACTION SUMMARY REPORT  
 IN COMPLIANCE WITH F.S. 116.01

PAGE : 1  
 RUN DATE: 02/03/2011  
 RUN TIME: 104258

TRANSACTION TYPE	#TRANS	PROP APP	RETAINED VESSEL	FAST TTL	BRANCH	SERVICE	MAIL	VESSEL CNTY	AGENTS FEE	REMIT TOTAL	TRANS TOTAL
RENEWAL INSTALLER LICENSE	2	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	350.00	350.00
SUBTOTAL DEALER LICENSE TRANS:	2	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	350.00	350.00
GRAND TOTALS:	2	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	350.00	350.00

\*NOT INCLUDED IN TOTALS

COUNTY OH LATE FEE:	0.00	
BAD CHECK PENALTY FEE:	0.00	
BIENNIAL SERVICE:	0.00	VEHICLE REMITTANCE AMOUNT: 350.00
BIENNIAL BRANCH	0.00	VESSEL REMITANCE AMOUNT:
BIENNIAL VESSEL CNTY	0.00	
BIENNIAL RETAINED VESSEL:	0.00	

**MANUFACTURED HOUSING SECTION**

<b>Subject:</b> ISSUING MANUFACTURED HOME INSTALLER LICENSES	<b>Procedure #</b> MHS-15	<b>Page #</b> Page 37 of 41
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**ATTACHMENT V - INSTALLER LICENSE RENEWAL APPLICATION**



STATE OF FLORIDA  
DEPARTMENT OF HIGHWAY SAFETY AND MOTOR VEHICLES  
DIVISION OF MOTORIST SERVICES  
2900 APALACHEE PARKWAY,  
NEIL KIRKMAN BUILDING, MS 66  
TALLAHASSEE, FLORIDA 32399-0640  
850/617-3004

**MANUFACTURED/MOBILE HOME INSTALLER LICENSE APPLICATION**

Pursuant to section 320.8249, Florida Statutes, I hereby make application for a license to install new and/or used manufactured/mobile homes.

Original       Renewal       Change of Mailing Address

**PRINT/TYPE** License Year: \_\_\_\_\_

Name: \_\_\_\_\_  
Last First Middle Initial

Mailing Address: \_\_\_\_\_  
Business Phone Number

City County State Zip Code

Physical Address (if different from above): \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

**DMS USE ONLY**

License Number
Date Issued
Bond <input type="checkbox"/>
Insurance <input type="checkbox"/>
Taken Class <input type="checkbox"/>
Passed Exam <input type="checkbox"/>
Approved/Denied
Initials _____
Application Fee
Date Received
License Fee
Date Received

**PLEASE RETURN BY: SEPTEMBER 1st**

**RENEWAL FEE: \$150**  
**(AFTER OCTOBER 1, ADDITIONAL \$50 LATE FEE CHARGED)**

**IMPORTANT**  
**PLEASE MAKE SURE YOU COMPLETELY FILL OUT APPLICATION, SIGN AND DATE BEFORE MAILING.**

I hereby certify by my signature that I have not been convicted or found guilty of, or enter a plea of nolo contendere to, regardless of adjudication, a crime in any jurisdiction which directly relates to the practice of mobile home installation or the ability to practice. That information I have provided in this application is true and correct. I agree to abide by all laws of Florida, including Chapter 320, Florida Statutes and all applicable rules, policies and procedures of the Department of Highway Safety and Motor Vehicles.

I understand that any false information provided on this form and/or any violations of Florida Statute 320.8249 may result in disciplinary penalties imposed by the department. I further understand that I must meet all zoning, permitting and occupational license requirements that may be mandated by city or county ordinances.

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



**MANUFACTURED HOUSING SECTION**

<p><b>Subject:</b> ISSUING MANUFACTURED HOME INSTALLER LICENSES</p>	<p><b>Procedure #</b> MHS-15</p>	<p><b>Page #</b> Page 39 of 41</p>
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**ATTACHMENT X**

**INSTALLER LICENSE RENEWAL SCREEN IN FRVIS**

Department of Highway Safety

MIHFM101 - Installer License Renewal

LICENSE TYPE/NUMBER RECEIVED DATE COMP APP RECVD DATE LICENSE STATUS

FEID/SUFFIX LICENSEE

DBA NAME

PHYSICAL ADDRESS

STREET ADDR. CITY STATE ZIP CODE COUNTRY FOREIGN POSTAL REGION/ZONE COUNTY

MAILING ADDRESS

STREET ADDR. CITY STATE ZIP CODE COUNTRY FOREIGN POSTAL

PHONE NUMBER PHONE TYPE EXT. EMAIL

EFFECTIVE DATE EXPIRATION DATE LOT TYPE

INSURANCE BOND FEES

RETRIEVE OK; 2 HITS MATCHED PROFILE.

start Department of Highw... 12:05 PM

**MANUFACTURED HOUSING SECTION**

<b>Subject:</b> ISSUING MANUFACTURED HOME INSTALLER LICENSES	<b>Procedure #</b> MHS-15	<b>Page #</b> Page 40 of 41
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**ATTACHMENT Y**



Department of Highway Safety and Motor Vehicles

*Our Mission Making Highways Safe*

Refund and Comments Maintenance Screen

Remitter Name: FORBIS SYSTEMS INC

Remitter Customer Number:

Remitter Address: 1876 TRADW CENTER WAY, NAPLES, FL 34109-0

Userid	Crs Id	Payment Amount	Payment Batch Number
Aliceriley	5000537284	\$150.00	136564
Payment Type		Detail Amount	Check #
CK		\$150.00	061985

**TRANSACTION DATA: (Only Non Grey Data Below Can Be Modified)**

Customer No.	Program Area	Ref Reason	Status Code	Status Date	Amount
	MOBILE HOME INSTALLER - FRVIS	V003	REFUND REQUESTED	06-28-2010	150.00

COMMENTS \_\_\_\_\_

- [Browse](#)
- [Refund Reason List](#)
- [Upd Refs/Coms](#)
- [Upd Comments](#)
- [Menu](#)

**MANUFACTURED HOUSING SECTION**

<b>Subject:</b> ISSUING MANUFACTURED HOME INSTALLER LICENSES	<b>Procedure #</b> MHS-15	<b>Page #</b> Page 41 of 41
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**ATTACHMENT Z**

**DEPOSIT SLIP FOR PURCHASE OF A LIST OF LICENSED INSTALLERS**

**DIVISION OF ADMINISTRATIVE SERVICES**

**FIXED ASSETS & INVENTORY SECTION**

**DEPOSIT DATE:** \_\_\_\_\_ **CHECK AMOUNT:** \_\_\_\_\_

**CHECK NUMBER:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**REMITTER:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**CITY, STATE, ZIP:** \_\_\_\_\_

**FOR THE PURPOSE OF:** \_\_\_\_\_ DMS DATA SALES \_\_\_\_\_

**DEPOSIT BREAKDOWN SHOULD BE AS FOLLOWS:**

**RECEIPTS COLLECTED:** \_\_\_\_\_

**ACCOUNT #:** 76-20-2-009001-76250800-00-000100-00 **OBJ.** 001040

**MAIL HANDLING FEE:** \_\_\_\_\_

**ACCOUNT #:** 76-20-2-009001-7625080-00-040000-00

**ORG. CODE:** 76-25-08-00-001 **OBJECT CODE** 2270040 **EO** \_\_\_\_\_