

Minnesota Department of Labor & Industry
 Construction Codes and Licensing Division
 443 Lafayette Road North
 PO Box 64217
 St. Paul, MN 55155
 E-mail: dli.license@state.mn.us
 Website: <https://www.dli.mn.gov/>
 Phone: 651-284-5034



CC0195

Manufactured Home Limited Dealer License Renewal

Renewal \$120.00 **Renewal Late \$180.00**

LICENSE FEE IS NONREFUNDABLE
 CASH IS NOT ACCEPTED BY MAIL OR WALK-IN

DID YOUR LEGAL BUSINESS STRUCTURE CHANGE?
 If YES, you must submit a new application.

**Avoid processing delays by submitting your application
 online at <https://secure.doli.state.mn.us/license/Default.aspx>**

**PRINT CLEARLY IN INK OR TYPE
 MAKE A COPY OF THIS APPLICATION FOR YOUR RECORDS**

SPACE IN BOX FOR OFFICE USE ONLY	
Account Number <div style="text-align: center;">632405</div>	STK <div style="text-align: center;">B42MFGLIC</div>
Check Number	Amount Paid
<input type="checkbox"/> PCK <input type="checkbox"/> CCK <input type="checkbox"/> MO	DLI Deposit Date
NOTICE: Pursuant to Minnesota Statute § 604.113, checks returned for nonpayment will be charged a \$30 service charge and may subject the issuer to additional civil penalties.	

FEDERAL TAX ID (FEIN)	STATE TAX ID	LICENSE NUMBER
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LEGAL BUSINESS NAME OF CONTRACTOR (Individual name only if no company name used)

DBA NAME (Doing business as name / assumed name – if applicable)

BUSINESS PHONE NUMBER (Public)	OTHER TELEPHONE NUMBER	E-MAIL ADDRESS
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PHYSICAL BUSINESS ADDRESS (PO Box Not acceptable)	CITY	STATE	ZIP CODE	ONLINE <input type="checkbox"/>
BUSINESS MAILING ADDRESS (PO Box is acceptable) (if applicable)	CITY	STATE	ZIP CODE	ONLINE <input type="checkbox"/>

THIS RENEWAL MUST BE SUBMITTED ALONG WITH ALL OF THESE REQUIRED DOCUMENTS

- \$120.00 LICENSE FEE** – This fee includes a two year license fee. Note: A late fee of \$60 is due if the renewal is received by DLI after the expiration date per Minn. Stat. § 326B.092; subd. 3
- Secretary of State Business Registration Verification** – Except for Individuals and partnerships doing business under their own true full legal first and last name(s), all businesses and assumed names (DBA) must be registered with the Office of the Secretary of State. Please visit MN SOS <http://mblsportal.sos.state.mn.us/> to verify registration.
- \$5,000 Manufactured Home Limited Dealer Bond and Power of Attorney** - The bond form submitted MUST be an ORIGINAL with the surety seal. NO photocopies will be accepted. A new bond form is available online at www.dli.mn.gov/cclld/formssurety.asp
- Manufactured Home Park License** – Provide a copy for the manufactured home park license issued by the Minnesota Department of Health for this location.
- Workers' Compensation Certificate of Compliance** – Questions about who is required to have workers' compensation insurance coverage may be answered at 651-284-5032. This form can be found at <http://www.dli.mn.gov/CCLD/FormsWC.asp>
- Sales Documents** – ALL sales documents (safety feature disclosure form defined in Section 327C.07, Subd. 3a), title of the home, financing agreements, and purchase agreements are in all the sales files.

I certify that all information enclosed with this license application is true and correct. I have read and do understand the State laws regulating manufactured homes or the sale of manufactured homes and will comply and adhere to those laws and rules. I have furnished all information and reports required by the commissioner, and I or any director, officer, limited or general partner, controlling shareholder, or affiliate of this company do not owe any taxes, fees, or arrearages to any governmental agency.

APPLICANT SIGNATURE	TITLE	DATE
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This material can be made available in different formats, such as large print, Braille or on audio.



Mailing Address:
 PO Box 64220
 St. Paul, MN 55164-0227

Disclosure of Business Owners, Partners, Officers and Members

E-mail: dli.license@state.mn.us
 Web Site: www.dli.mn.gov/cclcd.asp
 Directions: <http://www.dli.mn.gov/Direct.asp>
 Phone: (651) 284-5034

This form must be completed by all business types.

Minnesota Statutes § 270C.72, Subd. 4, requires the Department of Labor and Industry to require contractor license applicants to provide their Minnesota Business Identification Number and the social security numbers of all individual owners, partners, officers, and other members of the business entity, who are liable for delinquent taxes. The Department of Revenue may order the Department to revoke or not issue the license of any applicant who has not filed tax returns or is delinquent in paying taxes. An individual's social security number is classified as private data and will only be supplied to the Minnesota Department of Revenue, which may supply this information to the Internal Revenue Service, or may occur as authorized or required by law. Failure to supply the required information may delay or prevent the Department from processing the original or renewal application. Once you have been issued a certificate of exemption, all information on this form with the exception of your social security number and nondesignated address becomes public data and may be released to anyone upon request.

LEGAL BUSINESS NAME OF CONTRACTOR (CORP, LLC, LLP) or Full Legal Name of Individual Proprietor (IP) or Partners (PT)

DBA NAME (Doing business as name / assumed name – if applicable)

PHYSICAL BUSINESS ADDRESS (PO Box not accepted)	CITY	STATE	ZIP CODE
BUSINESS TELEPHONE NUMBER	EMAIL ADDRESS		

LIST ALL Owners, Officers, Partners, and Members (copy this form if more space is needed)

LAST NAME (include suffix Jr., Sr., I, II etc.)	FIRST NAME	MIDDLE NAME	SOCIAL SECURITY # (mandatory)	DATE OF BIRTH (mandatory)
RESIDENTIAL ADDRESS	CITY	STATE	ZIP CODE	TELEPHONE NO

Is the residential address a non-designated (Private) address? Yes No **If yes, you must provide a designated (Public) address.**

DESIGNATED (Public) ADDRESS	CITY	STATE	ZIP CODE	TELEPHONE NO
APPLICANT SIGNATURE (mandatory)	TITLE (owner, partner, officer, or member, etc...)			DATE

LAST NAME (include suffix Jr., Sr., I, II etc.)	FIRST NAME	MIDDLE NAME	SOCIAL SECURITY # (mandatory)	DATE OF BIRTH (mandatory)
RESIDENTIAL ADDRESS	CITY	STATE	ZIP CODE	TELEPHONE NO

Is the residential address a non-designated (Private) address? Yes No **If yes, you must provide a designated (Public) address.**

DESIGNATED (Public) ADDRESS	CITY	STATE	ZIP CODE	TELEPHONE NO
APPLICANT SIGNATURE (mandatory)	TITLE (owner, partner, officer, or member, etc...)			DATE

LAST NAME (include suffix Jr., Sr., I, II etc.)	FIRST NAME	MIDDLE NAME	SOCIAL SECURITY # (mandatory)	DATE OF BIRTH (mandatory)
RESIDENTIAL ADDRESS	CITY	STATE	ZIP CODE	TELEPHONE NO

Is the residential address a non-designated (Private) address? Yes No **If yes, you must provide a designated (Public) address.**

DESIGNATED (Public) ADDRESS	CITY	STATE	ZIP CODE	TELEPHONE NO
APPLICANT SIGNATURE (mandatory)	TITLE (owner, partner, officer, or member, etc...)			DATE

This material can be made available in different formats, such as large print, Braille or on audio.



Manufactured Home Limited Dealer Surety Bond

Email: dli.license@state.mn.us
Website: www.dli.mn.gov/cclid
Phone: (651) 284-5034

BOND NO.	AMOUNT \$5,000.00	EFFECTIVE DATE
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PRINT IN INK or TYPE

KNOW ALL PERSONS BY THESE PRESENTS:

THAT _____
(Business name as registered with the Office of the Minnesota Secretary of State; or if individual proprietor, individual's name.)

(DBA or "doing business as" name if applicable)

With business office at _____
(Business Address) (City) (State) (Zip Code) (Telephone number)

as PRINCIPAL, and _____
(Surety Company Name)

(Surety Company Address) (City) (State) (Zip Code) (Telephone number)

a corporation duly organized in the state of _____ and authorized to do business in the state of Minnesota, as Surety, are hereby held and firmly bound to the state of Minnesota and any person injured or suffering financial loss by reason of the Principal's failure to faithfully perform the duties, and in all things comply with all laws, ordinances, and rules related to the Principal's license or any permit applied for and all contracts entered into, in the penal sum of FIVE THOUSAND DOLLARS (\$5,000.00).

For payment of this sum, Principal and Surety bind themselves, their heirs, representatives, successors and assigns, jointly and firmly by these presents.

THE CONDITION of the above obligation is such that WHEREAS the said Principal is making application with the Minnesota Department of Labor and Industry to be licensed as, or has been licensed as, a manufactured home limited dealer with specific privileges and responsibilities under Minnesota Statutes, sections 326B and 327B, as amended, Minnesota Rules, chapter 1350, as amended, for all manufactured home limited dealer activities and contracts entered into within the state.

NOW THEREFORE, if said Principal shall faithfully and lawfully perform the duties, and in all things comply with the laws and rules, including all amendments thereto, pertaining to the license or permit applied for and all contracts entered into, then this obligation shall be void; otherwise to remain in full force and effect.

The aggregate liability of the Surety, regardless of the number of claims made against the bond, shall in no event exceed the amount set forth above for each two-year period the bond remains in force. The bond penalty shown above is cumulative over each two-year period the bond remains in force, the same as if a separate bond were issued every two years.

PROVIDED, it is the intention of the parties that this bond be continuous. This bond may be canceled by the Surety at any time upon giving the said Principal and the Minnesota Department of Labor and Industry 30 days' written notice, said notice to be served by certified mail, whereupon, except as to any liabilities or indebtedness incurred prior to the termination of this said 30 days' notice, the liability of the Surety under this bond shall cease. The Surety shall notify the Principal and the Minnesota Department of Labor and Industry within 15 days of any bond claim or payment which results in the penal sum of the bond falling below the legal requirement

By their signatures below, the parties certify that the wording of this surety bond is in compliance with Minnesota Statutes, sections 327B.04, subds. 1 and 4(c) and 326B.0921, as constituted on the effective date of this bond. This bond shall be effective as of the effective date provided by the Surety in the field provided on this form and shall be in effect until cancellation. Effectiveness of this bond is only a component of, and does not constitute required licensure by the State of Minnesota. Principal shall not conduct work or contract to conduct work requiring licensure until the State of Minnesota has issued the license for which Principal has applied.

Signed and sealed this _____ day of _____

(SURETY SEAL)

Print Name of Principal(s)

SIGNATURE OF PRINCIPAL(S)

Print Name of Principal(s)

SIGNATURE OF PRINCIPAL(S)

Acknowledge (notarize) signatures on reverse side and attach power of attorney form.

NAME OF SURETY

File with: Minnesota Department of Labor and Industry
CCLD Licensing and Certification
443 Lafayette Road N.
St. Paul, Minnesota 55155

SIGNATURE OF ATTORNEY IN FACT
(SURETY COMPANY)

A OR B AND C MUST BE COMPLETED

A. FOR ACKNOWLEDGEMENT OF Individual, Partnership, Limited Liability Company or Limited Liability Partnership
(Note: If partnership all signatures required to be notarized. Please copy the page if necessary.)

STATE OF _____)
) ss
COUNTY OF _____)

On this _____ day of _____ personally came _____
to me well known to be the identical person(s) described in and who executed the foregoing bond and he/she/they acknowledged the same
to be his/her/their own free act and deed.

(SEAL)

Notary Public, _____ County, _____
My Commission Expires _____

B. FOR ACKNOWLEDGEMENT of Corporate Contractor

STATE OF _____)
) ss
COUNTY OF _____)

On this _____ day of _____ personally came _____
who being by me duly sworn, did say that he/she is _____
of _____, a _____
corporation; and that said instrument was executed in behalf of the corporation by authority of its Board of Directors; that he/she
acknowledged said instrument to be the free act and deed of the corporation.

(SEAL)

Notary Public, _____ County, _____
My Commission Expires _____

PART C MUST BE COMPLETED BY THE SURETY COMPANY

C. FOR ACKNOWLEDGEMENT of Corporate Surety

STATE OF _____)
) ss
COUNTY OF _____)

On this _____ day of _____ personally came _____
and _____ to me personally known, who being by me duly sworn, did say that
he/she is the attorney in fact of _____, the
corporation whose name is affixed to the foregoing instrument; that the seal affixed to the foregoing instrument is the corporate seal of the
said corporation; and that said instrument was executed in behalf of said corporation by authority of its board of directors and said
_____ acknowledged that he/she executed said instrument as attorney in
fact as the free act and deed of said corporation.

(SEAL)

Notary Public, _____ County, _____
My Commission Expires _____



CC0515

E-mail: dli.license@state.mn.us
Web Site: www.dli.mn.gov/ccld.asp
Telephone: (651) 284-5034

Certificate of Compliance Minnesota Workers' Compensation Law

**THIS FORM MUST BE COMPLETED AND SIGNED
BY ALL BUSINESS TYPES**

PRINT IN INK or TYPE.

Minnesota Statutes, Section 176.182 requires every state and local licensing agency to withhold the issuance or renewal of a license or permit to operate a business in Minnesota until the applicant presents acceptable evidence of compliance with the workers' compensation insurance coverage requirement of Minnesota Statutes, Chapter 176. If the required information is not provided or is falsely stated, it shall result in a \$2,000 penalty assessed against the applicant by the commissioner of the Department of Labor and Industry.

A valid workers' compensation policy must be kept in effect at all times by employers as required by law.

CONTRACTOR'S LICENSE or REGISTRATION NO (if applicable)	BUSINESS TELEPHONE NO.	FAX TELEPHONE NO.
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BUSINESS NAME (Use the person(s) name if business structure is sole proprietor or partnership (i.e., John Doe, or John Doe and Jane Doe), otherwise it is the legal name of the business entity.)

DBA NAME (Doing business as name / assumed name – if applicable)

BUSINESS ADDRESS (must be physical street address, no PO boxes)	CITY	STATE	ZIP
COUNTY	E-MAIL ADDRESS		

**YOUR LICENSE OR REGISTRATION WILL NOT BE ISSUED WITHOUT THE FOLLOWING
INFORMATION. *You must complete number 1 or 2 below.***

NUMBER 1 – Workers' compensation insurance policy information

INSURANCE COMPANY NAME (not the insurance agent)	NAIC Number	
POLICY NO.	EFFECTIVE DATE	EXPIRATION DATE

NUMBER 2 – Reason for exemption from workers' compensation insurance

If you have questions regarding the need to obtain workers' compensation coverage, including exemptions, contact 651.284.5032:

- I have no employees. (See Minn. Stat. § 176.011, subd. 9 for the definition of an employee)
- I am self-insured for workers' compensation (include a copy of authorization to self-insure from the Minnesota Department of Commerce).
- I have employees but they are not covered by the workers' compensation law. (See Minn. Stat. § 176.041 for a list of excluded employees) Explain why your employees are not covered:

- Other: _____

I certify that the information provided on this form is accurate and complete.

APPLICANT SIGNATURE (mandatory)	TITLE	DATE
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NOTE: You must notify us if there is any change to your Workers' Compensation Insurance Information or Employee Status Change by resubmitting this form. This material can be made available in different forms, such as large print, Braille or on a tape. To request, call 1-800-342-5354 (DIAL-DLI) Voice or TDD (651) 297-4198.

PERSONAL/BUSINESS LICENSE, RECIPROCITY OR REGISTRATION APPLICATION/RENEWAL

The Minnesota Department of Labor and Industry (DLI), Construction Codes and Licensing Division (CCLD), encourages initial (new) applications, license payments and renewal applications to be submitted online. **Business (contractor) new license applications and renewals must be accompanied by completed application forms, which can be uploaded during the online application process or mailed to DLI. Business license applications and renewals cannot be processed until all required forms have been reviewed and approved by DLI staff. All license forms can be found at <http://www.dli.mn.gov/business/get-licenses-and-permits/forms-licensing-insurance-bonds-certificates>**

**LICENSE, RECIPROCITY, REGISTRATION AND EXAM FEES ARE
NONREFUNDABLE**

Please select one of the following:

- [License, new exam, reciprocity, or registration application](#)
- [License exam scheduling](#) (after receiving exam qualification notice from DLI)
- [License payment](#) (after passing examination or qualifying for reciprocity)
- [Personal license, business license or registration renewal](#)
- [Contractor registration renewal information](#)





Business & Liens

[Sign In](#) [Create an Account](#)

Before proceeding:

- **All Filings and Orders once submitted are Final.**
- [Review the required browsers and settings.](#)
- [Create Online Account](#) — required to complete filings, orders and view transaction history. [More info.](#)
- [Sign in](#) — existing Online Accounts.
- Payment, if required, must be made by credit card (Visa, MasterCard, Discover).

Business »

Search:

Business Name or File Number

File:

New Business, Amendment, Annual Renewal or Reinstatement

Order:

Copies

Certificate of Good Standing

UCC / Tax Liens »

Search:

Debtor Name or File Number

File:

Financing Statements or Amendments

Order:

Copies

Standard or Limited Search

Data and Image Subscriptions

CNS »

Search:

File Number

File:

Effective Financing Statement or Statutory Lien Notice

Order:

Copies

Standard Search

Farm Product Monthly Subscription

ELECTIONS & ADMINISTRATION:

SAFE AT HOME:

BUSINESS SERVICES:

- ELECTIONS PHONE NUMBERS:**
 Metro Area: [651-215-1440](tel:6512151440)
 Greater MN: [1-877-600-VOTE \(8683\)](tel:1877600VOTE)
 MN Relay Service: [711](tel:711)

- SAFE AT HOME PHONE NUMBERS:**
 Metro Area: [651-201-1399](tel:6512011399)
 Greater MN: [1-866-723-3035](tel:18667233035)
 MN Relay Service: [711](tel:711)

- BUSINESS, LIEN & NOTARY INFORMATION PHONE LINE:**
 Metro Area: [651-296-2803](tel:6512962803) (9 a.m. to 4 p.m.)
 Greater MN: [1-877-551-6767](tel:18775516767) (9 a.m. to 4 p.m.)
 MN Relay Service: [711](tel:711)

- Hours: 8 a.m. to 4:30 p.m.

- Phone Hours: 8 a.m. to 3:30 p.m.

□ Email:
secretary.state@state.mn.us

□ **ELECTIONS &
ADMINISTRATION
ADDRESS:**
[Get Directions](#)
180 State Office Building
100 Rev. Dr. Martin
Luther King Jr. Blvd.
Saint Paul, MN 55155

□ Email: [Contact Us](#)

□ **SAFE AT HOME
MAILING ADDRESS:**
PO Box 17370
Saint Paul, MN 55117-
0370

□ Hours: 8 a.m. to 4 p.m.

□ Email:
business.services@state.mn.us

UCC Email:
ucc.dept@state.mn.us
Notary Email:
notary.sos@state.mn.us

□ **BUSINESS SERVICES
ADDRESS:**
[Get Directions](#)
Retirement Systems of
Minnesota Building
60 Empire Dr., Suite 100
Saint Paul, MN 55103