



APPLICATION REQUIREMENTS FOR OBTAINING AN OCCUPATIONAL LICENSE FOR AN MH-UNIT / COMMERCIAL MODULAR SALESPERSON

The following forms and items are required to be submitted with the fees indicated:

1. Occupational Licensing Application for MH-Unit/Commercial Modular Salesperson, Part A (Form HCD OL 16).
2. Occupational Licensing Application for MH-Unit/Commercial Modular Manufacturers, Distributors, Dealers and Salespersons, Part B (Form HCD OL 29).
3. One properly completed Live Scan form (Form HCD OL 8016), unless exempt. Applicants must pay the live scan operator directly for scanning their fingerprints. SEE NOTE #1.
4. Two (2) full facial photographs, minimum size 1¼" x 1", taken from a maximum distance of six (6) feet.
5. A copy of the preliminary education certificate of completion. SEE NOTE #2.
6. Proof (examination receipt) of successful passage of the Manufactured Home/Mobilehome or Commercial Modular Salesperson Examination within six (6) months prior to the application date. SEE NOTE #3.
7. Statement of Citizenship, Alienage and Immigration Status in Support of a Request for State Public Benefits (HCD Benefits Status Form 1) and proof of U.S. citizenship, or qualified alien status with a right to work in the United States. This requirement applies only to individuals applying for a license on or after April 6, 1998.
8. License application fee of \$219. The license term is for two (2) years.
9. Manufactured Home Recovery Fund fee of \$25. SEE NOTE #4.
10. Applicant verification fee of \$13 for persons applying for a license on or after April 6, 1998, who have not previously paid this fee.

NOTES:

1. HCD offices are not equipped to take fingerprints. Only California Department of Justice (DOJ) approved live scan facilities may be used, unless exempted by DOJ. See DOJ's website for approved facilities at <http://aq.ca.gov/fingerprints/publications/contact.htm>.
2. Every person applying to HCD for the Manufactured Home/Mobilehome Salesperson Examination must have first attended an HCD approved six (6) hour preliminary education course, except as provided in Title 25, California Code of Regulations, Chapter 4, Section 5302. (Not required for commercial modular salespersons.)
3. The fee is \$86 for each salesperson examination taken.
4. Each person making application for a Manufactured Home/Mobilehome Salesperson license must pay to the Department a fee to be deposited into the Manufactured Home Recovery Fund. (Not required for commercial modular salespersons.)
5. The fees listed on this form are the most current.