



DEPARTMENT OF BUSINESS AND INDUSTRY
 NEVADA HOUSING DIVISION
MANUFACTURED HOUSING
 1830 E. College Pkwy, Suite 120
 Carson City, Nevada 89706
 (775) 684-2945 • Fax: (775) 684-2949
 mhd.nv.gov



Renewal Application for a Dealer or Distributor License

To maintain an active license, all of the following items must be **received by mail to the Division** on or before your expiration date. We cannot accept emails or faxes of renewal applications.

1	Fee of \$1,200.00 Payable to <u>Nevada Housing Division</u>	NRS 489.4971 NAC 489.360
2	This Renewal Application	NAC 489.347
3	Child Support Statement	NRS 489.342
4	Veteran Status Verification	NRS 417.0194
5	Copy of your local business license (County or City where the business is located)	NAC 489.347(3)
6	Proof of 8 hours of continuing education taken in the past 2 years. To review a list of approved classes go to: mhd.nv.gov	NRS 489.323
7	Copies of bank statements for the trust/escrow account for the immediately preceding 6 months	NRS 489.724 NAC 489.347(2)
8	Copy of current Certificate of Liability Insurance	NAC 489.347(4)

If the complete renewal application is received after the expiration date, the license is inactive and you must cease all business activities related to manufactured housing. You may choose to have your license reinstated by submitting a complete renewal application, including the late renewal fee of \$1,500. If the late renewal application is not received within 30 days of the expiration date, you must retake and pass the applicable examination and submit a new application including the fees required for a new license.

Working with an expired license is unlawful and may subject you, your business, and each individual licensee to disciplinary action.

CURRENT CONTACT INFORMATION – Please Print:

Name of Business: _____ MH License #: _____

Name of Licensee: _____

Physical Address of the Business: _____

Mailing Address of the Business: _____

Email Address: _____ Phone Number: _____

Signature of licensee: _____ Date: _____