



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 Branch Office

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 \$150.00 Payable to <u>Nevada Housing Division</u>	NAC 489.360
2	This Renewal Application	NAC 489.347
3	Child Support Statement	NRS 489.342
4	Copy of the local business license (County or City where the branch office is located)	NAC 489.347(3)
5	Copy of current Certificate of Liability Insurance	NAC 489.34(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 \$225. 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 for the Business: _____

Physical Address of the Branch Office: _____

Mailing Address of the Branch Office: _____

Email Address: _____ Phone Number: _____

Signature of Licensee: _____ Date: _____



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CHILD SUPPORT STATEMENT

NRS 489.342 Payment of child support: Statement by applicant for license; grounds for denial of license; duty of Division. [Effective until the date of the repeal of the federal law requiring each state to establish procedures for withholding, suspending and restricting the professional, occupational and recreational licenses for child support arrearages and for noncompliance with certain processes relating to paternity or child support proceedings.]

1. A natural person who applies for the issuance or renewal of a manufacturer’s, dealer’s, distributor’s, general serviceperson’s, specialty serviceperson’s, salesperson’s or responsible managing employee’s license shall submit to the Division the statement prescribed by the Division of Welfare and Supportive Services of the Department of Health and Human Services pursuant to [NRS 425.520](#). The statement must be completed and signed by the applicant.

2. The Division shall include the statement required pursuant to subsection 1 in:

- (a) The application or any other forms that must be submitted for the issuance or renewal of the license; or
- (b) A separate form prescribed by the Division.

3. A manufacturer’s, dealer’s, distributor’s, general serviceperson’s, specialty serviceperson’s, salesperson’s or responsible managing employee’s license may not be issued or renewed by the Division if the applicant is a natural person who:

- (a) Fails to submit the statement required pursuant to subsection 1; or
- (b) Indicates on the statement submitted pursuant to subsection 1 that the applicant is subject to a court order for the support of a child and is not in compliance with the order or a plan approved by the district attorney or other public agency enforcing the order for the repayment of the amount owed pursuant to the order.

4. If an applicant indicates on the statement submitted pursuant to subsection 1 that the applicant is subject to a court order for the support of a child and is not in compliance with the order or a plan approved by the district attorney or other public agency enforcing the order for the repayment of the amount owed pursuant to the order, the Division shall advise the applicant to contact the district attorney or other public agency enforcing the order to determine the actions that the applicant may take to satisfy the arrearage.

Please mark the appropriate statement. Failure to mark one of the three will result in denial of the application.

_____ I am not subject to a court order for the support of a child.

_____ I am subject to a court order for the support of one or more children and am in compliance with the order or am in compliance with a plan approved by the district attorney or other public agency enforcing the order for the repayment of the amount owed pursuant to the order; or

_____ I am subject to a court order for the support of one or more children and am not in compliance with the order or a plan approved by the district attorney or other public agency enforcing the order for the repayment of the amount owed pursuant to the order.

 Print Name

 Signature of Applicant

 Date