



DEPARTMENT OF BUSINESS AND INDUSTRY
MANUFACTURED HOUSING DIVISION

1830 E. College Pkwy, Suite 120
 Carson City, Nevada 89706
 (775) 684-2945 • Fax: (775) 684-2949
 mhd.nv.gov

**Renewal Application for a Responsible Managing Employee
 for a Specialty Serviceperson License**

To maintain an active license, **all** of the following items must be
received by the Division on or before the expiration date.

1	Fee of \$250.00 (Payable to MHD)	NRS 489.4971 NAC 489.360
2	This Renewal Application	NAC 489.347
3	Child Support Statement	NRS 489.342
4	Copy of current Nevada State Contractors Board License	NAC 489.311(2)
5	Proof of 8 hours of continuing education taken in the past 2 years. To review a list of approved classes go to: http://mhd.nv.gov/Content/Resources/Education/	NRS 489.323

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 \$325. 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 by the Division.

CURRENT CONTACT INFORMATION – Please Print:

Name of Licensed Company: _____ MHD License #: _____

Your Name: _____

Home Address: _____

Mailing Address: _____

Email Address: _____ Phone Number: _____

Signature of licensee: _____ Date: _____