LOUISIANA MANUFACTURED HOUSING SALESMAN'S LICENSE APPLICATION

1. All questions must be answered or application will be returned.

2. Fees: $50.00 per Salesman     $5.00 Transfer
   *$26.00 Background Check               **$50.00 Delinquent Fee

   * Background Check: All new applicants must pay $26.00 for an initial background check.
   ** Delinquent Fee: Renewal applications will be charged a $50 delinquent fee if not
   postmarked by December 31st.

3. A photocopy of your driver's license must be attached.

4. A licensed salesman transferring employment from one retailer to another shall apply to this
   office for transfer of license 15 days after the date of transfer.

5. A check or a money order must accompany application made payable to:
   LOUISIANA MANUFACTURED HOUSING COMMISSION

6. All salesmen's license will be mailed to the retailers' address.

GENERAL REQUIREMENTS
Any individual, director, office or agent of a corporation who knowingly and willingly violates any
provision of the code or of Louisiana R.S. 51:911 pertaining to manufactured homes in a manner
which threatens the health and safety of any purchaser shall be fined not more than $1,000.00 or
imprisoned not more than 1 year or both.
LOUISIANA MANUFACTURED HOME SALESMAN’S LICENSE APPLICATION

SALESMAN’S NAME: ________________________________________________________________

MAILING ADDRESS: ___________________________________________ City/State/Zip: ______________________

SSN: __________ DATE OF BIRTH: _______ RACE: ___ SEX: ___ DRIVER’S LIC#: _____________

HOME PHONE: __________________________ WORK PHONE: __________________________

PHOTOCOPY OF YOUR DRIVER’S LICENSE MUST BE ATTACHED

RETAILER INFORMATION: RETAILER FOR WHOM SALESMAN IS CURRENTLY EMPLOYED

RETAILER NAME (DBA): ______________________________________ RETAILER’S #: __________

MAILING ADDRESS: ______________________________________ CITY/STATE/ZIP: ______________

PHYSICAL ADDRESS: ______________________________________ CITY/STATE/ZIP: ______________

DATE FIRST EMPLOYED AS AN ACTIVE, LICENSED, MFG HOUSING SALESMAN? ______________

PROVIDE THE FOLLOWING INFORMATION:

RETAILER NAME(DBA): ______________________________________ RETAILER’S #: __________

ADDRESS: ______________________________________________ CITY/STATE/ZIP: ______________

HAS APPLICANT EVER BEEN CONVICTED OF ANY FELONY OR ARE ANY CHARGES PENDING? 
( ) YES ( ) NO IF YES, PROVIDE DETAILS ON SEPARATE SHEET.

BY SIGNATURE BELOW I HEREBY AUTHORIZE CRIMINAL BACKGROUND CHECKS TO BE CONDUCTED 
BY THE LOUISIANA MANUFACTURED HOUSING COMMISSION. PLEASE BE ADVISED THAT THIS 
BACKGROUND CHECK MAY BE SHARED WITH A PROSPECTIVE EMPLOYER.

THESE FACTS ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE:

SIGNATURE OF APPLICANT __________________________________ DATE ________________________

SUBSCRIBED AND SWORN BEFORE ME THIS __________ DAY ______________ 20__

SIGNATURE OF 
NOTARY ________________________________________________________________

__________________________________________________________

LOUISIANA MANUFACTURED HOUSING COMMISSION USE ONLY

DATE RECEIVED: ______________ AMOUNT OF CHECK $ __________ CK# ______________

BACKGROUND CHECK: __________ DATE: __________ APPROVED BY: __________ DATE: __________