

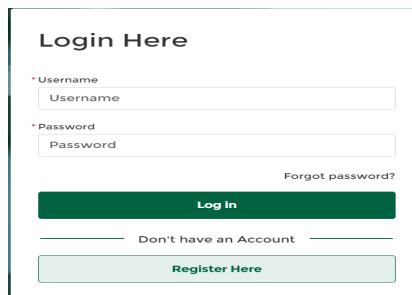
STATE OF ARIZONA DEPARTMENT OF HOUSING

FILING INSTRUCTIONS

The online Application and uploading of all required documents, including the passing of any required tests and payment of required licensing fees, must be completed within **ninety (90) days** from the date the application is submitted. Failure to complete all licensing requirements within **ninety (90) days** from the date the application is submitted will result in the termination of the application and the forfeiture of any paid fees. All paid fees for licensure are nonrefundable.

APPLICATION FOR LICENSE

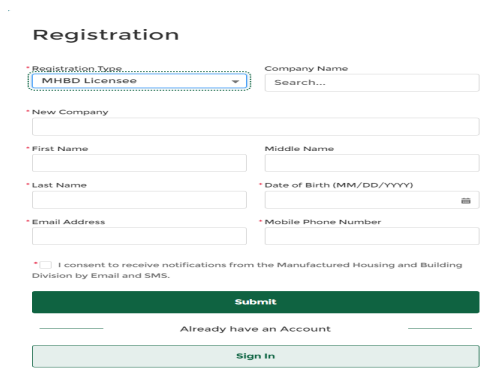
All licenses must be applied for online in the Salesforce platform. In order to register to use the Salesforce portal, the applicant must go to [Login \(force.com\)](https://login.force.com). If no other business license (Manufacturer, Installer, or Dealer) in the entity's name is held with the Department, select Register Here. If the entity held a previous license with the Department, contact us for the company's verification code. *Instead of entering the entity's name in the New Company field, search the Company Name in the field that is located across from Registration Type, select the Company Name and enter the company registration code.



The screenshot shows a 'Login Here' form with the following elements:

- Username field with a placeholder 'Username'
- Password field with a placeholder 'Password'
- A link for 'Forgot password?' to the right of the password field.
- A green 'Log In' button.
- A link 'Don't have an Account' with a horizontal line on either side.
- A light green 'Register Here' button.

Select MHBD Licensee as the Registration Type. In the New Company field, enter the name of the entity that is applying for the license. Enter the information of the individual who is applying for the license on behalf of the entity in the remaining fields. Check the 'I consent' box and Submit. The system will send an email. Click on the link, create a password and login to start the online application. Refer to the Portal User Guide. Instructions start on page 34. [AZ MHBD Portal User Guide](#)



The screenshot shows a 'Registration' form with the following elements:

- 'Registration Type' dropdown menu with 'MHBD Licensee' selected.
- 'Company Name' search field with a 'Search...' placeholder.
- 'New Company' text field.
- 'First Name' and 'Middle Name' text fields.
- 'Last Name' and 'Date of Birth (MM/DD/YYYY)' text fields.
- 'Email Address' and 'Mobile Phone Number' text fields.
- A checkbox for 'I consent to receive notifications from the Manufactured Housing and Building Division by Email and SMS.'
- A green 'Submit' button.
- A link 'Already have an Account' with a horizontal line on either side.
- A light green 'Sign In' button.

License Classification

Refer to the license classification sheet to determine the license classification.

Section A-Agency Disclosures

'Required Agency Disclosure for all Applicants' appears. Applicant may click on this to see all required agency disclosures. On this same page, you will see the following questions: Are you active duty military?, Are you the spouse of an active duty military individual? Are you a veteran? Are you the spouse of a veteran? Select your response to each of the questions.

Section B – Identification

Business Name: Enter the name of the entity that is applying for the license.

Business Phone: Enter the business phone number.

Email Address: Enter the email address for the business entered in ‘Business Name’. The Department will send all correspondence to the email address.

Doing Business As: Select the entity type.

Doing Business As Name: If the business as a DBA, enter that DBA.

Principal Place of Business: Enter the business address in ‘Search Address’. The Street Address, City, and Zip/Postal Code should appear in those fields. Select State/Province, County/Borough/Parish, and Country. The principal place of business address is the physical address where business will be conducted. If the Principal Place of Business address is a rural route or has no street address, include brief description such as "corner of", "at intersections of" or "at Milepost."

Mailing Address: Check the box if the mailing address is the principal place of business address. If mailing address is different, enter the mailing address. There can only be one mailing address of record.

Branch Addresses: Select Add an address if there is a branch and enter the requested information. The Department will not license a branch that is a separate legal entity that is different from the applicant.

Section C – Qualifying Party - Qualifying Party means a person who is an owner, employee, corporate officer or partner of the licensed business and who has active and direct supervision of and responsibility for all operations of that licensed business. If the entity is an LLC, the Qualifying Party could be a Member or Manager of the LLC. Qualifying Party must reside in the same State as the principal place of business. The Qualifying Party cannot be an individual who is a Qualifying Party for another license that has the same license classification. There can only be one Qualifying Party. Qualifying Party is a ‘position’ that the individual holds with regards to the license. The Qualifying Party would only be viewed as the license holder if the business entity is an Individual/Sole Proprietorship and the Qualifying Party is the Owner.

Qualifying Party is: Select the Qualifying Party’s position with regards to the entity that is applying for the license. In the case of an LLC, indicate if the Qualifying Party is a Member or Manager of the LLC or an employee of the LLC. In the case of a Corporation, indicate if the Qualifying Party is a corporate officer or an employee of the corporation.

Search Contact field: If the Qualifying Party is listed as Personnel on another license, enter the Qualifying Party’s full name and date of birth and select Search Contact. If the individual’s name appears, click on it and some of the individual’s information will auto-populate with that individual’s information. Enter the remaining information. If not listed as Personnel on any other Department license, complete the fields.

Section D – Arizona Statutory Agent – Arizona Statutory Agent is the registered agent who agrees to receive any Service of Process sent to your LLC or corporation and then forward it to you. “Process” means any legal document or collection of legal documents. “Service” is the act of serving or delivering those documents. Examples of things delivered by Service of Process are a court summons, a complaint, a writ, or a subpoena. Individuals/Sole Proprietorships and Partnerships are not required to have an Arizona Statutory Agent. A Foreign Corporation or Foreign LLC is required to have an Arizona Statutory Agent. If the Arizona Statutory Agent is a person, they must be a resident of Arizona and they must have a physical street address in Arizona. If the Arizona Statutory Agent is a company, they must be registered to do business in Arizona, they must have a place of business in Arizona and they must have a physical street address in Arizona. Enter the Arizona Statutory Agent’s information. In the State/Province field, you must choose Arizona.

Section E – Official Personnel

The Personnel of Applicant shall include the qualifying party in all instances.

If applying as Individual (Sole Proprietorship), the Individual’s information must be entered.

If applying as a Partnership, the Partners’ information must be entered.

If applying as a Corporation, the Corporate Officer’s information must be entered – i.e. president, vice president, secretary and treasurer if applicable.

If applying as an LLC, the Member’s and Managing Member’s (Manager’s) information must be entered.

If applying as a Limited Partnership, the General Partner’s and Limited Partner’s must be entered.

This section requires the residence address and residence phone numbers of the identified Personnel. Enter the full legal name of the individual(s) as it appears on the birth certificate.

Instructions are provided for an Applicant that is a tiered entity.

Section F – Questions

The questions apply to all individuals identified in Section E as well as the entity that applied for the license.

1. ‘Has any person described above been affiliated with any business license issued by any State?’ Any State includes Arizona. This question refers to any business license, regardless of whether the license is valid or invalid. If response is ‘yes’, applicant may upload copies of the licenses or a spreadsheet that contains columns for entering the name of the State agency that issued the license, the name on the license, the license number, license type, license classification if applicable, and current status of the license.
2. ‘Has any person described above acted in the capacity of Qualifying Party in this or any other State? If response is ‘yes’, applicant may upload a spreadsheet that details the same information as above and add a column to indicate who in Section E is or was listed as the Qualifying Party for the identified license(s).
3. ‘Has any person described above within one year prior to date of the application had a license refused or revoked? If response is ‘yes’, provide a signed letter providing details.
4. ‘Has any person described above been arrested or convicted of a felony in any State or Federal jurisdiction, or had final judgment brought against them in a civil action upon grounds of fraud, misrepresentation or deceit? If response is ‘yes’, provide copies of the complaints or indictments and evidence of the final disposition(s).
5. Are all parties, listed under Section D (*should state Section E*) above, citizens of the United States? If the applicant’s principal place of business address is outside the United States, the applicant does not need to provide documentation that proves the individuals listed in Section E are citizens of the United States.

Document Upload: The below apply to all applicants. *Applicant for D-8B license is not required to post of bond.*

- Agreement for Conditional License signed by the Individual/Owner or Corporate Officer or Managing Member or Partner or General Partner.
- Certificate of Qualifying Party
- Pages 1 and 2 of Arizona Statement of Citizenship and Alien Status for State Public Benefits completed by the Qualifying Party, all Partners if a Partnership, and the Individual/Owner.
- Proof of citizenship is required for the Qualifying Party, all Partners if a Partnership, and the Individual/Owner. Copy of passport or passport card may be provided.
- Refund Policy and Certification Form signed by Individual/Owner or Corporate Officer or Managing Member or Partner or General Partner.
- Statement of Authorization for Release of Information for all parties listed in ‘Official Personnel’/Section E.
- License bond on the Department of Housing’s license bond form. If Manufacturer or Installer with branches, a separate license bond is required for the principal place of business address and each branch. **D-8B applicant is exempt from bonding requirement. **Applicants, who intend to post a cash bond, must contact the Department for separate instructions.*

Additional documents required for Corporation:

- Copy of Articles of Incorporation and, if applicable, copies of any Amendment to the Articles of Incorporation that reflect a change of name
- Letter of good standing/Letter of existence from the State agency that registered the corporation that is currently dated.
- Evidence that the Corporation (foreign or domestic) was granted authority to transact business in the State of Arizona. **Contact the Arizona Corporation Commission for instructions on how to apply.*

Additional documents required for LLC:

- Copy of Articles of Organization and, if applicable, copies of any Amendment to the Articles of Organization that reflect a change of name
- Letter of good standing/Letter of existence from the State agency that registered the LLC that is currently dated.
- Evidence that the LLC (foreign or domestic) was granted authority to transact business in the State of Arizona. **Contact the Arizona Corporation Commission for instructions on how to apply.*

Additional document required for foreign Limited Partnership:

- Certificate of Registration to Transact Business in Arizona granted by the Arizona Secretary of State
- *Contact the Arizona Secretary of State for instructions on how to apply.*

Dealers only: Read A.R.S. 41-4030.C. to determine if the company must use the services of a title company or has the ability to use a Dealer trust account (that must be opened at a bank branch that is physically located in Arizona).

-If applying for a D-10 license and the company will engage only in the sale of commercial units, upload a letter signed by a Corporate Officer or Managing Member that states this.

-If applying for a D-10 license and the company will engage in selling both residential and commercial units, upload the Trust or Escrow Account Authorization form. If a Dealer trust account was opened, the Applicant must upload a copy of the trust account signature card. If the signature card does not indicate the account is a trust account, a signed letter from the bank that states the account name, account number, and that the bank recognizes the account is a trust account is also required in addition to the copy of the signature card.

-If applying for a D-8, D-8B or D-12, upload the Trust or Escrow Account Authorization form. If a Dealer trust account was opened, the Applicant must upload a copy of the trust account signature card. If the signature card does not indicate the account is a trust account, a signed letter from the bank that states the account name, account number, and that the bank recognizes the account is a trust account is also required in addition to the copy of the signature card.

Note: Some financial institutions prefer to label the account an 'escrow account'. This is acceptable to the Department.

Installers only: Upload evidence that the Qualifying Party meets the experience requirements set forth in Arizona Administrative Code R4-34-204.B. The Certification Experience Verification, if needed, is on our website.

Miscellaneous:

-Proof that trade name was registered with the Arizona Secretary of State.

**If applicable, email this item to the Department and we will upload.*

Fingerprint cards for each individual listed in Official Personnel/Section E:

At this time, all parties listed in Section E are required to mail their fingerprint cards to the Department of Housing, Attn: Licensing, 1110 W. Washington St., Ste. 280, Phoenix, AZ 85007. The fingerprint cards must be received in the manner described in the Fingerprinting Requirements with special attention to item D of the Fingerprinting Requirements. In August 2022, a law change will become effective. The new statute will require all individuals listed in Section E to provide the Department with copies of their Level I Fingerprint Clearance Cards issued by the Arizona Department of Public Safety. The Document Upload page of the application will require copies of these cards be uploaded.

Section G – Signature Page: Select the green arrow and the form will appear. Print the form. All individuals listed in Section G must sign and the signatures must be notarized. Upload the completed form.

Pay and Submit

-Licensing fees will increase effective July 1, 2022. Refer to the FY2023 Fee Schedule on our website.

-At present, fingerprint cards are required for all individuals listed in Section E. The associated background processing fees and license fee are paid online during the application process. If you believe the amount shown for background processing fees is incorrect, contact Department staff prior to paying the amount so that we can make any needed adjustment before you return to the online application and pay the fees.

Information about Applicant

If, before the issuance of the license, information brought to the attention of the Director concerning the qualifications of the applicant is such that in the Director's discretion it may be proper to deny the license, the Director may notify the applicant that the license is denied.

If the license application is denied, the applicant may request in writing a hearing if the applicant so desires.