



Rules of
Department of Economic
Development
Division 240—Public Service Commission
Chapter 120—New Manufactured Homes

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**Title 4—DEPARTMENT OF
ECONOMIC DEVELOPMENT**

**Division 240—Public Service
Commission**

Chapter 120—New Manufactured Homes

4 CSR 240-120.010 General Provisions

(Rescinded February 11, 1977)

AUTHORITY: section 700.040, RSMo 1976. Rescinded: Filed Nov. 12, 1976, effective Feb. 11, 1977.

4 CSR 240-120.011 Definitions

PURPOSE: This rule defines the terms used in this chapter.

PUBLISHER'S NOTE: The secretary of state has determined that the publication of the entire text of the material which is incorporated by reference as a portion of this rule would be unduly cumbersome or expensive. Therefore, the material which is so incorporated is on file with the agency who filed this rule, and with the Office of the Secretary of State. Any interested person may view this material at either agency's headquarters or the same will be made available at the Office of the Secretary of State at a cost not to exceed actual cost of copy reproduction. The entire text of the rule is printed here. This note refers only to the incorporated by reference material.

(1) The following definitions, as well as those set out in section 700.010, RSMo 2000, shall apply to this chapter:

(A) Act means the National Manufactured Home Construction and Safety Standards Act of 1974, Title VI of the Housing and Community Development Act of 1974 (42 U.S.C. 5401);

(B) Alteration means the replacement, addition, modification or removal after a certification label has been affixed of any components for which the code includes a criterion;

(C) Certification label or label means the approved form of certification that, under 24 CFR section 3282.362(c)(2)(i), is permanently affixed to each transportable section of each manufactured home manufactured for sale in the United States;

(D) Certified new manufactured home means a new manufactured home to which a certification label has been affixed;

(E) Director means the director of the Manufactured Housing and Modular Units Program of the Public Service Commission and those working under his/her supervision;

(F) Federal standards means the federal manufactured home construction and safety standards promulgated under Section 604 of the Act (42 U.S.C. 5403);

(G) HUD means the United States Department of Housing and Urban Development;

(H) HUD regulations means the rules promulgated by the secretary of HUD under Section 625 of the Act (42 U.S.C. 5424);

(I) New home means a manufactured home which has not been sold at retail or rented, leased or occupied as a dwelling or a place of business;

(J) State administrative agency means an agency of a state which has been approved or conditionally approved to carry out a state plan for enforcement of the federal standards under Section 623 of the Act (42 U.S.C. 5422);

(K) State plan means the procedure by which a state administrative agency proposes to cooperate with the secretary of HUD in the administration and enforcement of the federal standards; and

(L) State plan application means the application of a state agency to be approved by the secretary of HUD as a state administrative agency.

(2) All sections of Chapter 700, RSMo cited are contained in Senate Substitute for House Committee Substitute for House Bill No. 1393, 78th General Assembly, Second Regular Session.

AUTHORITY: section 700.040, RSMo 2000. Emergency rule filed Nov. 12, 1976, effective Nov. 22, 1976, expired March 22, 1977. Original rule filed Nov. 12, 1976, effective Feb. 11, 1977. Amended: Filed Oct. 12, 1982, effective Jan. 13, 1983. Amended: Filed June 12, 2001, effective Jan. 30, 2002.*

**Original authority: 700.040, RSMo 1973, amended 1976, 1978, 1982, 1984, 1989, 1993, 1995, 1999.*

4 CSR 240-120.020 Seals

(Rescinded February 11, 1977)

AUTHORITY: section 700.040, RSMo 1976. Rescinded: Filed Nov. 12, 1976, effective Feb. 11, 1977.

4 CSR 240-120.021 HUD Agreement

PURPOSE: This rule declares that the commission shall cooperate with Housing and Urban Development in the administration and enforcement of the federal standards.

(1) The commission shall submit a state plan application to the United States Department of Housing and Urban Development (HUD). Upon approval of the commission's state plan application, it shall cooperate, according to the provisions of the plan, with HUD in the administration and enforcement of the federal standards.

AUTHORITY: section 700.040, RSMo Supp. 1989. Emergency rule filed Nov. 12, 1976, effective Nov. 22, 1976, expired March 22, 1977. Original rule filed Nov. 12, 1976, effective Feb. 11, 1977.*

**Original authority: 700.040, RSMo 1973, amended 1976, 1978, 1982, 1984, 1989.*

4 CSR 240-120.030 Standards Code

(Rescinded June 11, 1977)

AUTHORITY: section 700.040, RSMo 1976. Rescinded: Published April 1, 1977, effective June 11, 1977.

4 CSR 240-120.031 Administration and Enforcement

PURPOSE: This rule delegates the responsibility for administering and enforcing the code, the state plan, this chapter, Chapter 700, RSMo as it relates to new manufactured homes.

(1) The commission's powers and responsibilities under Chapter 700, RSMo with respect to new manufactured homes, except the power to revoke, deny, refuse to renew or place on probation a registration under section 700.090, RSMo, are delegated to the director.

AUTHORITY: section 700.040, RSMo Supp. 1989. Emergency rule filed Nov. 12, 1976, effective Nov. 22, 1976, expired March 22, 1977. Original rule filed Nov. 12, 1976, effective Feb. 11, 1977. Amended: Filed Oct. 12, 1982, effective Jan. 13, 1983.*

**Original authority: 700.040, RSMo 1973, amended 1976, 1978, 1982, 1984, 1989.*

4 CSR 240-120.040 Certification Labels

PURPOSE: This rule describes the new manufactured homes to which certification labels must be affixed.

(1) No new manufactured home which entered the first stage of production after



November 22, 1976 shall be rented, leased or sold, or offered for rent, lease or sale in this state unless a certification label is properly affixed to it.

AUTHORITY: section 700.040, RSMo Supp. 1989.* *Emergency rule filed Nov. 12, 1976, effective Nov. 22, 1976, expired March 22, 1977. Original rule filed Nov. 12, 1976, effective Feb. 11, 1977. Amended: Filed Oct. 12, 1982, effective Jan. 13, 1983.*

*Original authority: 700.040, RSMo 1973, amended 1976, 1978, 1982, 1984, 1989.

4 CSR 240-120.050 Consumer Complaint Handling and Remedial Actions

PURPOSE: *This rule sets out procedures to be followed by manufacturers and the commission when a consumer complaint or other information is received which indicates the possible existence of an imminent safety hazard, serious defect, defect or noncompliance in a new manufactured home which has been sold or otherwise released by a manufacturer to another party.*

PUBLISHER'S NOTE: *The secretary of state has determined that the publication of the entire text of the material which is incorporated by reference as a portion of this rule would be unduly cumbersome or expensive. Therefore, the material which is so incorporated is on file with the agency who filed this rule, and with the Office of the Secretary of State. Any interested person may view this material at either agency's headquarters or the same will be made available at the Office of the Secretary of State at a cost not to exceed actual cost of copy reproduction. The entire text of the rule is printed here. This note refers only to the incorporated by reference material.*

(1) The Housing and Urban Development (HUD) regulations regarding the procedures to be followed by manufacturers and state administrative agencies when they receive a consumer complaint or other information indicating the possible existence of an imminent safety hazard, serious defect or noncompliance in a new manufactured home are incorporated by reference in this rule. Specifically these regulations include sections 3282.403 through 3282.417 of 24 CFR 3282. The definitions set out in 24 CFR section 3282.7 shall control interpretations of this rule.

AUTHORITY: section 700.040, RSMo Supp. 1989.* *Emergency rule filed Nov. 12, 1976,*

effective Nov. 22, 1976, expired March 22, 1977. Original rule filed Nov. 12, 1976, effective Feb. 11, 1977. Amended: Filed Oct. 12, 1982, effective Jan. 13, 1983.

*Original authority: 700.040, RSMo 1973, amended 1976, 1978, 1982, 1984, 1989.

4 CSR 240-120.060 Inspections

PURPOSE: *This rule sets forth the extent to which the books, records, inventory and premises of manufacturers and dealers of new manufactured homes are subject to inspections by the director.*

(1) The books, records, inventory and premises of manufacturers and dealers of new manufactured homes, from time-to-time during normal business hours, shall be subject to an inspection by the director to ascertain if a manufacturer or dealer is complying with Chapter 700, RSMo as it relates to new manufactured homes, this chapter, the federal standards and the Housing and Urban Development regulations and also to ascertain if grounds exist under section 700.100, RSMo to reject an application for registration filed under section 700.090, RSMo or to refuse to renew or to suspend, revoke or place on probation a registration which has been made under section 700.090, RSMo.

AUTHORITY: section 700.040, RSMo Supp. 1989.* *Emergency rule filed Nov. 12, 1976, effective Nov. 22, 1976, expired March 22, 1977. Original rule filed Nov. 12, 1976, effective Feb. 11, 1977. Amended: Filed Oct. 12, 1982, effective Jan. 13, 1983.*

*Original authority: 700.040, RSMo 1973 amended 1976, 1978, 1982, 1984, 1989.

4 CSR 240-120.065 Manufactured Home Dealer Setup Responsibilities

PURPOSE: *This rule sets forth the extent to which manufactured home dealers are responsible for proper initial setup of new manufactured homes.*

(1) A dealer who sells a new manufactured home shall arrange for the proper initial setup of the manufactured home unless the dealer obtains from the purchaser or the purchaser's authorized agent a written waiver of that service as described in section 700.100.3(6), RSMo.

(2) As used in this rule, "proper initial setup" means installation and setup of the home in accordance with the installation manual pro-

vided by the manufacturer of the home and in complete compliance with the code and with all of the provisions regarding setup in sections 700.010 to 700.115, RSMo.

(3) If a dealer fails to arrange for the proper initial setup of a manufactured home, the commission may discipline the dealer's registration by suspending it, revoking it, or placing it on probation, pursuant to the provisions of section 700.100, RSMo.

(4) The commission shall not so discipline the dealer's registration unless the director of the commission's manufactured housing and modular units program finds, incident to an inspection, setup deficiencies and initiates action to discipline the registration within five (5) years after the date of sale, subject to the following, effective the first day of the month after the effective date of this amendment:

(A) The director will have a period of one (1) year from the date the home is installed to conduct the initial inspection of the home setup;

(B) After the one (1) year period has passed and within two (2) years of the delivery date of the home to the consumer, the director may conduct an inspection of the home for setup and code violations upon the receipt of a formal written complaint by the consumer;

(C) Dealers shall submit to the commission a property locator indicating the destination of the home within forty-eight (48) hours of the date the home leaves the dealer's location or the manufacturer's location if the home is shipped directly to the consumer. For multi-section homes the forty-eight (48) hours begins when the first section leaves the dealer's or manufacturer's location. The dealer shall use the property locator form provided by the commission;

(D) The commission may assess a fifty dollar (\$50) per home inspection fee to dealers who fail to submit the property locator by the due date; and

(E) The commission shall assess a two hundred dollar (\$200) inspection fee to dealers who hire unlicensed installers to set up a home.

(5) The dealer shall legibly print the date of sale on the bill of sale that it provides to the purchaser pursuant to section 700.056, RSMo, and shall maintain a copy of the bill of sale in its files at the location where it sold the home to the purchaser, if possible; otherwise at its principal office.

AUTHORITY: section 700.040, RSMo 2000.* *Original rule filed June 12, 2001, effective*



Jan. 30, 2002. Amended: Filed Aug. 15, 2013, effective March 30, 2014.

*Original authority: 700.040, RSMo 1973, amended 1976, 1978, 1982, 1984, 1989, 1993, 1995, 1999.

4 CSR 240-120.070 Manufacturers and Dealers Reports

PURPOSE: This rule provides that manufacturers and dealers shall file reports with the secretary of Housing and Urban Development as may be required under Section 614 of the Act, 42 USC 5413 and with the director.

PUBLISHER'S NOTE: The secretary of state has determined that the publication of the entire text of the material which is incorporated by reference as a portion of this rule would be unduly cumbersome or expensive. Therefore, the material which is so incorporated is on file with the agency who filed this rule, and with the Office of the Secretary of State. Any interested person may view this material at either agency's headquarters or the same will be made available at the Office of the Secretary of State at a cost not to exceed actual cost of copy reproduction. The entire text of the rule is printed here. This note refers only to the incorporated by reference material.

(1) Manufacturers and dealers shall file reports with the secretary of Housing and Urban Development as required under Section 614 of the Act, 42 U.S.C. 5413.

(2) Manufacturers shall mail or deliver to the director by the tenth day of each month a report which identifies the new manufactured homes by make, style and identifying number to which certification labels have been affixed since the previous report and the certification label number for each such manufactured home.

AUTHORITY: section 700.040, RSMo 1986.* Emergency rule filed Nov. 12, 1976, effective Nov. 22, 1976, expired March 22, 1977. Original rule filed Nov. 12, 1976, effective Feb. 11, 1977. Amended: Filed Oct. 12, 1982, effective Jan. 13, 1983.

*Original authority: 700.040, RSMo 1973 amended 1976, 1978, 1982, 1984, 1989.

4 CSR 240-120.080 Commission Reports

PURPOSE: This rule provides that the director shall make reports to the secretary of Housing and Urban Development as required by the Housing and Urban Development regulations.

PUBLISHER'S NOTE: The secretary of state has determined that the publication of the entire text of the material which is incorporated by reference as a portion of this rule would be unduly cumbersome or expensive. Therefore, the material which is so incorporated is on file with the agency who filed this rule, and with the Office of the Secretary of State. Any interested person may view this material at either agency's headquarters or the same will be made available at the Office of the Secretary of State at a cost not to exceed actual cost of copy reproduction. The entire text of the rule is printed here. This note refers only to the incorporated by reference material.

(1) The director shall make reports to the secretary of Housing and Urban Development as required by 24 CFR section 3282.554.

AUTHORITY: section 700.040, RSMo Supp. 1989.* Emergency rule filed Nov. 12, 1976, effective Nov. 22, 1976, expired March 22, 1977. Original rule filed Nov. 22, 1976, effective Feb. 11, 1977.

*Original authority: 700.040, RSMo 1973, amended 1976, 1978, 1982, 1984, 1989.

4 CSR 240-120.085 Re-Inspection Fee

PURPOSE: This rule outlines the procedure for the re-inspection of manufactured homes and third party requests for inspections pursuant to section 700.040, RSMo.

(1) The commission may conduct as needed re-inspections of new manufactured homes to verify corrections have been made as identified during the original inspection, where required corrections have not been completed by the dealer, installer, or manufacturer within sixty (60) days of receipt of the original written complaint from the consumer as filed with the commission.

(2) The commission may assess the dealer, installer, or the manufacturer, or each entity, a fee for the re-inspection. The fee is charged to the dealer, installer, or the manufacturer who was responsible for making the corrections and completing the corrections in a timely manner as required in section (1).

(3) The commission will not assess a re-inspection fee to the dealer, installer, or the manufacturer if it is found during the re-inspection that there is neither any material defect, nor material violation of Chapter 700, nor any material violation of Part 3280 of the *Manufactured Home Construction and Safety Standards Code*.

(4) The re-inspection shall address all violations listed in the original consumer inspection report. A copy of the report shall be forwarded to the manufacturer, installer, or dealer, or each responsible entity, for corrective action as well as an invoice for the re-inspection fee. A copy shall also be forwarded to the consumer, if applicable.

(5) The manufacturer, installer, and dealer shall be sent a copy of the re-inspection report within ten (10) days from the date of the re-inspection.

(6) The assessed fee shall be paid to the commission within twenty (20) working days from the date the re-inspection is completed. Each manufacturer, installer, and dealer shall submit, along with the fee, a written plan of action to be taken by each to correct any statutory, rule, or code violations identified and corrections shall be completed within thirty (30) days of the re-inspection.

(7) The fee shall be implemented on all re-inspections conducted after the effective date of the rule.

(8) The commission shall send written notification to each licensed manufacturer, installer, and dealer giving the effective date of the rule.

(9) The fee shall be two hundred dollars (\$200) per re-inspection as outlined in section (1) to be paid by the manufacturer, dealer, or installer responsible for making the correction as identified in the original inspection report. The fee shall be submitted with a form provided by the commission. The commission shall make the determination of who shall be assessed the fee.

(10) The commission shall assess an inspection fee of four hundred dollars (\$400) for all third party requests for inspections except third party inspection requests for the purpose of serial number verification will be charged two hundred dollars (\$200). Third party requests for inspections must be submitted in writing to the commission and the inspection fee must accompany the request. Third parties do not include licensed manufacturers or dealers.

(11) The following situations shall constitute grounds for the denial, suspension, revocation, or placing on probation of a manufacturer, installer, or dealer certificate of registration:

(A) Failure to pay the inspection fees within twenty (20) days of their prescribed due date;

(B) Failure to pay the fee by the prescribed due date for two (2) consecutive months; or



(C) Failure to pay the fee by the prescribed due date for any four (4) of the preceding twelve (12) months.

AUTHORITY: section 700.040, RSMo 2000. Original rule filed June 16, 2004, effective Jan. 30, 2005. Amended: Filed Aug. 15, 2013, effective March 30, 2014.*

**Original authority: 700.040, RSMo 1973, amended 1976, 1978, 1982, 1984, 1989, 1993, 1995, 1999.*

4 CSR 240-120.090 Inspection and Approval of Alterations

PURPOSE: This rule establishes the procedure by which commission approval of alterations made to certified new manufactured homes may be obtained.

(1) No certified new manufactured home which entered the first stage of production after November 22, 1976 on which an alteration has been made shall be rented, leased or sold or offered for rent, lease or sale in this state unless the alteration has been approved in writing by the director.

(2) Director approval of alterations shall be requested by a written application executed on a form provided by the director upon request. Applications may be submitted only by the person or entity who owns the new manufactured home to which the alteration for which approval is sought has been made. To be complete, the applications shall include:

(A) The name and address of the manufacturer of the new manufactured home to which the alteration has been made;

(B) The make, style and manufacturer's identifying number of the new manufactured home to which the alteration has been made;

(C) A description of the alteration; and

(D) An affidavit of the applicant or the applicant's authorized representative if the applicant is a corporation, certifying that the alteration complies with the federal standards.

(3) Within eight (8) working days after a complete application has been received by the director, s/he shall inspect the alteration to determine if it complies with the federal standards. If through no fault of the applicant the inspection is not conducted within the prescribed time, the requested approval shall be issued within the required time if no basis for rejection is found on the face of the application.

(4) Written approval of an alteration or a written rejection or an application for the approval shall be issued by the director within ten (10) working days after a complete application for written approval has been received by the director. A notice of rejection shall specify the reason for the rejection.

AUTHORITY: section 700.040, RSMo Supp. 1989. Emergency rule filed Nov. 12, 1976, effective Nov. 22, 1976, expired March 22, 1977. Original rule filed Nov. 12, 1976, effective Feb. 11, 1977. Amended: Filed Oct. 12, 1982, effective Jan. 13, 1983.*

**Original authority: 700.040, RSMo 1973, amended 1976, 1978, 1982, 1984, 1989.*



**Manufactured Housing Department
Missouri Public Service Commission
P.O. Box 360
Jefferson City, MO 65102**

Application For Permission To Alter A Manufactured Home

Name & Address of Owner: _____

Manufacturer of Home: _____

Address: _____

Model of Home: _____

Serial Number: _____

HUD Label Number: _____
(if applicable)

Date of Manufacture: _____

Briefly describe the alteration you are seeking permission to make:
(attach additional sheet if necessary)

Note:

- 1) No certified new manufactured home which entered the first stage of production after November 22, 1976 on which an alteration has been made shall be offered for rent, lease or sale in this state unless alteration has been approved in writing by the director.
- 2) Federal law requires that the dealer maintain complete records of all alterations made on a manufactured home originally manufactured in compliance with the federal Manufactured Home Construction and Safety Standards.
- 3) Manufacturer's written instructions, approval, or both, may be required to be submitted with this application.
- 4) An affidavit signed before a notary public indicating that the applicant will insure that all alterations will comply with the required code must accompany this application.
- 5) If applicant is a corporation, a written statement from a corporate officer indicating that the person filling out this application has actual authority to do so must accompany this application.



4 CSR 240-120.100 Code

PURPOSE: This rule establishes the code for new manufactured homes which entered the first stage of production after November 22, 1976 and are rented, leased, sold or offered for rent, lease or sale in this state.

PUBLISHER'S NOTE: The secretary of state has determined that the publication of the entire text of the material which is incorporated by reference as a portion of this rule would be unduly cumbersome or expensive. Therefore, the material which is so incorporated is on file with the agency who filed this rule, and with the Office of the Secretary of State. Any interested person may view this material at either agency's headquarters or the same will be made available at the Office of the Secretary of State at a cost not to exceed actual cost of copy reproduction. The entire text of the rule is printed here. This note refers only to the incorporated by reference material.

(1) The federal standards as incorporated by reference in 24 CFR Part 3280 constitute the code to be applied to new manufactured homes which entered the first stage of production after November 22, 1976 which are rented, leased or sold or offered for rent, lease or sale in this state.

(2) All new manufactured homes shall be set up or installed according to the manufacturer's installation instructions.

AUTHORITY: section 700.010, RSMo 1986.* *Emergency rule filed Nov. 12, 1976, effective Nov. 22, 1976, expired March 22, 1977. Original rule filed Nov. 12, 1976, effective Feb. 11, 1977. Amended: Filed Oct. 12, 1982, effective Jan. 13, 1983. Amended: Filed April 26, 2001, effective Dec. 30, 2001.*

**Original authority: 700.010, RSMo 1973, amended 1976, 1978, 1982, 1984.*

4 CSR 240-120.110 Complaints and Review of Director Action

PURPOSE: This rule provides for the manner in which complaints may be filed and the procedure by which commission review of the decisions, directives and interpretations of the director may be obtained.

(1) Any person aggrieved by a violation of this chapter or Chapter 700, RSMo, as it relates to new manufactured homes, may file a formal or informal complaint with the commission under 4 CSR 240-2.070.

(2) Commission review of the decisions, directives and interpretations of the director which relate to the code, this chapter or Chapter 700, RSMo as it relates to new manufactured homes, may be obtained by filing a written informal or formal complaint under 4 CSR 240-2.070. In such a complaint the director shall be denominated as the respondent.

AUTHORITY: section 700.040, RSMo Supp. 1989.* *Emergency rule filed Nov. 12, 1977, effective Nov. 22, 1977, expired March 22, 1977. Original rule filed Nov. 12, 1976, effective Feb. 11, 1977. Amended: Filed Oct. 12, 1982, effective Jan. 13, 1983.*

**Original authority: 700.040, RSMo 1973, amended 1976, 1978, 1982, 1984, 1989.*

4 CSR 240-120.120 Criteria for Good Moral Character for Registration of Manufactured Home Dealers

PURPOSE: The Missouri Public Service Commission is charged with the responsibility of determining that applicants for registration as manufactured home dealers are of good moral character. This rule establishes the criteria for evaluating applicants for dealer registration as to their good moral character.

(1) Registration as a manufactured home dealer will be denied for lack of good moral character if—

(A) The applicant, within the ten (10) years preceding the application, has been convicted in any federal or state court of a felony relating to the acquisition or transfer of a manufactured home or any other form of property; or

(B) The applicant, within the five (5) years preceding the application, has been convicted in any federal or state court of a misdemeanor relating to the acquisition or transfer of a manufactured home or any other form of property.

(2) For the purposes of this rule, the applicants who must show good moral character include all partners of the dealership if the dealership is a partnership; all officers of the dealership if the dealership is a corporation; or all owners of the dealership if the dealership is neither a partnership nor a corporation.

AUTHORITY: section 700.455, RSMo Supp. 1987.* *Original rule filed Nov. 8, 1985, effective Feb. 24, 1986.*

**Original authority: 700.455, RSMo 1985, amended 1987.*

4 CSR 240-120.130 Monthly Report Requirement for Registered Manufactured Home Dealers

PURPOSE: This rule outlines the information that registered manufactured home dealers must file with the Missouri Public Service Commission and the form and manner of this filing.

(1) Each person registered as a manufactured home dealer must file a monthly sales report with the commission no later than the tenth of the month following the month when the sales were made.

(2) The report may be filed only upon the commission's form for monthly sales reports. These forms may be obtained from the Missouri Public Service Commission, P.O. Box 360, Jefferson City, MO 65102.

(3) The director may reject all monthly sales reports that are incomplete and may assess an inspection fee of fifty dollars (\$50) per report for each report that is filed sixty (60) days after the due date.

(4) Failure to submit a completed monthly report by the due date and/or to pay any required fees could result in suspension or revocation of the dealer's registration under section 700.090, RSMo.

(5) A report must be filed for each month or part of a month for which the person is a registered manufactured home dealer. If no sales are made in a given month, the dealer must file the usual form no later than the tenth of the following month stating no sales were made.

(6) The report must be signed by an officer of the dealership if the dealership is a corporation; by a partner of the dealership if the dealership is a partnership; or by an owner of the dealership if the dealership is neither corporation nor a partnership.

(7) The dealer shall maintain a copy of this report for the records of the dealership.

(8) Every monthly sales report shall contain the following information:

(A) Dealer certificate number and name;

(B) The street address and telephone number at the actual dealership location as well as the city, state and zip code;



(C) The date of sale for each manufactured home sold;

(D) The sale price of each unit sold;

(E) The size of each unit sold;

(F) The name of the manufacturer of each unit sold as well as the year of manufacture;

(G) The serial number from the certificate of origin for each unit sold;

(H) Whether each unit sold is new or used;

(I) The total number of new units sold;

(J) The total number of used units sold;

(K) The total sale price for all new units;

(L) The total sale price for all used units; and

(M) The name and license number of the installer of the new manufactured home (HUD homes).

AUTHORITY: section 700.040, RSMo 2000. Emergency rule filed Nov. 8, 1985, effective Nov. 18, 1985, expired March 18, 1986. Original rule filed Nov. 8, 1985, effective Feb. 24, 1986. Amended: Filed Sept. 5, 2000, effective April 30, 2001. Amended: Filed Aug. 15, 2013, effective March 30, 2014.*

**Original authority: 700.040, RSMo 1973, amended 1976, 1978, 1982, 1984, 1989, 1993, 1995, 1999.*

4 CSR 240-120.135 New Manufactured Home Inspection Fee (Rescinded January 30, 2005)

AUTHORITY: sections 700.040 and 700.115, RSMo Supp. 1999. Original rule filed Sept. 5, 2000, effective April 30, 2001. Rescinded: Filed June 16, 2004, effective Jan. 30, 2005.

4 CSR 240-120.140 New Manufactured Home Manufacturer's Inspection Fee

PURPOSE: This rule provides for payment of an inspection fee by manufacturers of new manufactured homes for each home delivered to dealers in the state of Missouri pursuant to section 700.040, RSMo.

(1) The commission establishes an inspection fee to be assessed on all new manufactured homes delivered or sold to dealers in the state of Missouri which shall be paid by the manufacturer of each home. Said inspection fee shall be thirty dollars (\$30) for each home each manufacturer delivers or sells to a dealer in the state of Missouri.

(2) Manufacturers of new manufactured homes shall remit to the director on a monthly basis an amount that equals the number of new manufactured homes delivered or sold to

dealers in the state of Missouri, multiplied by thirty dollars (\$30). Each manufacturer shall submit said fee with any monthly delivery reports, or other filing, or documentation as may be required by the commission. Said fee shall be received no later than the twentieth day following the month in which new manufactured homes were delivered or sold to dealers in the state of Missouri.

(3) The following situations shall constitute grounds for the denial, suspension, revocation, or placing on probation of a manufacturer's certificate of registration:

(A) Failure to pay the inspection fee within thirty (30) days of their prescribed due date;

(B) Failure to pay the inspection fee by the prescribed due date for two (2) consecutive months; or

(C) Failure to pay the inspection fee by the prescribed due date for any four (4) of the preceding twelve (12) months.

(4) The director shall deliver copies of the commission's order establishing the new manufactured home manufacturer's inspection fee to all existing registered manufacturers. The director shall also deliver a copy of the commission's order establishing the fee with each approved certificate of manufacturer registration.

AUTHORITY: sections 700.040 and 700.115, RSMo 2000. Emergency rule filed Jan. 24, 2003, effective Feb. 3, 2003, expired Aug. 1, 2003. Original rule filed Feb. 27, 2003, effective July 30, 2003.*

**Original authority: 700.040, RSMo 1973, amended 1976, 1978, 1982, 1984, 1989, 1993, 1995, 1999 and 700.115, RSMo 1976, amended 1978, 1982, 1984, 1995.*