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(Rescinded November 22, 1976)

4 CSR 240-120.011 Definitions

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

Editor's Note. The secretary of state has determined that the publication of this rule in its entirety would be unduly cumbersome or expensive. The entire text of the material referenced has been filed with the secretary of state. This material may be found at the Office of the Secretary of State or at the headquarters of the agency and is available to any interested person at a cost established by state law.

(1) The following definitions, as well as those set out in section 700.010, RSMo (1986), 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 USC 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 purchased 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 Division of Manufactured Homes, Recreational Vehicles and Modular Units 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 USC 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 USC 5420); (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 USC 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.


4 CSR 240-120.020 Seals
(Rescinded November 22, 1976)

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.


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.


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.

Editor's Note: The secretary of state has determined that the publication of this rule in its entirety would be unduly cumbersome or expensive. The entire text of the rule has been filed with the secretary of state and is summarized here by the agency adopting it. The entire text of the rule may be found at the headquarters of the commission and is available to any interested person at a cost established by state law.

(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.


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 required under Section 614 of the Act, 42 USC 5413 and with the director.

Editor's Note: The secretary of state has determined that the publication of this rule in its entirety would be unduly cumbersome or expensive. The entire text of the material referenced has been filed with the secretary of state. This material may be found at the Office of the Secretary of State or at the headquarters of the agency and is available to any interested person at a cost established by state law.

(1) The director shall make reports to the secretary of Housing and Urban Development as required by 24 CFR section 3282.55.


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.


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 240-120.100Code
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.

Editor's Note: The secretary of state has determined that the publication of this rule in its entirety would be unduly cumbersome or expensive. The entire text of the rule has been filed with the secretary of state and is summarized here by the agency adopting it. The entire text of the rule may be found at the headquarters of the commission and is available to any interested person at a cost established by state law.

(1) The federal standards set out in 24 CFR 280 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.


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.


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; all owners of the dealership if the dealership is neither a partnership nor a corporation.

(3) The commission will reject all reports not completely and properly filled out.

(4) 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. A copy of the required form is appended to this rule.

(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 if the dealership is neither a partnership nor a corporation.

(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.

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) Failure to properly complete this monthly report and submit it by the due date could result in suspension or revocation of the dealer's registration under section 700.205, RSMo.

(3) The commission will reject all reports not completely and properly filled out.

(4) 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. A copy of the required form is appended to this rule.

(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 if the dealership is neither a partnership nor a corporation.

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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.

Judith K. Moriarty
Secretary of State
(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; and
(L) The total sale price for all used units.

Auth: section 700.460, RSMo (1986).*

*Original authority 1985.
## Dealer's Monthly Sales Report

**INSTRUCTIONS**

This report must be submitted before the 10th of each month following the month for which sales are reported. All sales of mobile homes must be reported. The sales price for each vehicle sold must be recorded in the appropriate column and the total sales price of all units sold must be recorded where indicated. A separate report form must be submitted for each month's sales. If no sales are made for a particular month, enter "No Sales." The total of new and used sales for the month must be recorded above and on the back. **THIS REPORT MUST BE COMPLETED IN FULL AND SIGNED.**

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<th>DATE</th>
<th>MANUFACTURER</th>
<th>YEAR</th>
<th>SIZE</th>
<th>SERIAL NUMBER</th>
<th>NEW</th>
<th>USED</th>
<th>SALES PRICE</th>
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**DEALER LICENSE NUMBER**

**DEALERSHIP NAME**

**STREET ADDRESS**

**MAILING ADDRESS (CITY, STATE, ZIP CODE)**

**PHONE NUMBER**
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<th>DATE</th>
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**TOTAL NEW UNITS SOLD**

**TOTAL USED UNITS SOLD**

**TOTAL SALES PRICE ALL UNITS**

As an officer, partner or owner of the dealership, I hereby state that the above statements are true and correct to my best knowledge and belief.

SIGNATURE

TITLE

DATE