

NEW MEXICO REGULATION AND LICENSING DEPARTMENT
MANUFACTURED HOUSING DIVISION
5500 San Antonio Dr., Albuquerque, New Mexico 87109 • (505) 365-3429
<https://www.rld.nm.gov/>

APPLICATION FOR SALESPERSON LICENSE
APPLICATION FEE \$50.00

DATE: _____

NAME OF SALESPERSON: _____

SOCIAL SECURITY NO.: _____ DATE OF BIRTH: _____

MAILING ADDRESS: _____

CITY & STATE

ZIP CODE

(AREA CODE) (TELEPHONE NO.)

EMPLOYING DEALER: _____ **LICENSE NO.** _____

Business Address

City & State

Zip Code

(Area Code) (Telephone No.)

Email Address: _____

- Are you familiar with the Manufactured Housing Act and Regulations?
Yes _____ No _____
- Have you previously been licensed in the State of New Mexico or in any other state?
Yes _____ No _____
- How long have you maintained an office or residence in the State of New Mexico?
Address: _____
- Has the applicant ever been convicted of any offenses in this State, or any other State, other than traffic violations?
Yes _____ No _____ If yes, state offense and date of conviction: _____
- If applicable, is the applicant current with child support payments in New Mexico or any other State?
Yes _____ No _____ If no, explain: _____
- Do you have any unresolved complaints pending with MHD and/or CID?
Yes _____ No _____
- Have you bid or performed any unlicensed work in the last 12 months?
Yes _____ No _____



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NOTE: THE DIVISION WILL NOT ACCEPT INCOMPLETE APPLICATIONS.

PLEASE SUBMIT THE FOLLOWING (CHECK MARK DOCUMENTS):

1. Three reference letters (1. From a financial institutions; 2. Individual or firm for whom the applicant has worked AND; 3. Character reference).
2. Statement of Authorization and Release Information form.
- 3.. Certificate of Good Character and Reputation form.
4. Notice to Applicant and Employing Dealer form.
5. Copy of exam scores.

NOTE: ANY CHANGES SHALL BE REPORTED IMMEDIATELY TO THE DIVISION.

I HEREBY CERTIFY that this application contains no willful misrepresentation and the information given by me is true and complete to the best of my knowledge and belief. I am aware that should investigation at any time disclose any such misrepresentation or falsification, that my application will be rejected. If already licensed at the time of such investigation and disclosure, my license is subject to suspension or revocation for such misrepresentation of falsification.

SIGNED: _____ DATE: _____

NOTICE TO APPLICANT AND EMPLOYING DEALER

- (a) An applicant may not offer to sell to sell, lease or exchange a manufactured home before a license is actually issued to the applicant.
- (b) The holder of a manufactured home salesperson's license shall not advertise to buy, sell, rent or exchange a manufactured home for another or others without including in the advertisement the name of the dealer employer. The name of the salesperson, if included in the advertisement, shall not be in larger or more prominent print than the name of the employing dealer. No salesperson shall and no dealer shall permit his employed salesperson to present or hold himself out to the public as a manufactured home dealer.
- (c) The sales person's employing dealer must maintain custody of the salesperson's license, if issued, and must return the license to the Division immediately upon termination of the salesperson.

We (the applicant and employing dealer) have read and understood the above "Notice to Applicant and Employing Dealer".

Signed: _____ Signed: _____
Applicant Employing Dealer

Sworn to and subscribed before me, the undersigned authority on this ____ day of _____, 20 ____.

My Commission Expires: _____ Signature of Notary: _____



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STATEMENT OF AUTHORIZATION AND RELEASE OF INFORMATION

I _____ was born on _____,
whose home address is _____ and telephone no. is _____,
and whose business address is _____ with the
(Street, City, State & Zip)
telephone no. of _____, shown as the _____
(Title of Position – Owner, President, etc.)
on an “Application for license” as _____
(Type of License Applied for)
in the name of _____
(Complete name of license as shown on “Application for license”)

with the State of New Mexico Office of Manufactured Housing Division, do hereby consent to having an inquiry made as to my moral character, professional reputation and fitness for said license.

I also authorize and request every person, firm, company, corporation, governmental agency, court, association or institution having control of any documents, records, and other information pertaining to me, to furnish to the State of New Mexico Office of Manufactured Housing any such information including documents, records or information regarding charges or complaints filed against me, formal or informal, pending or closed, or any other pertinent data, and to permit the Office of the Manufactured Housing or any of their agent or representatives to inspect and make copies of such documents, records and other information.

I hereby release, discharge and exonerate the State of New Mexico Office of Manufactured Housing, their agents and representatives, and any person so furnishing information from any and all liability of every nature and kind arising out of the furnishing or inspection of such documents, records and other information of the inquiry made by the State of New Mexico Office of Manufactured Housing.

Date

Signature

Printed Name

Sworn to and subscribed before me, the undersigned authority on this _____ day of _____, 20 _____.

My Commission Expires: _____ Signature of Notary: _____



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CERTIFICATE OF GOOD CHARACTER AND REPUTATION

STATE OF _____

COUNTY OF _____

APPLICANT: _____

I, _____ am the manufactured home dealer by whom the above named applicant is employed (or is about to be employed) as a manufactured home salesperson, and it is my opinion that said applicant is honest, truthful and of good reputation and the his competent to transact the business of a manufactured home salesperson in a such a manner as to safeguard the interest of the public, and I therefore, recommend that a salesperson's license be granted said applicant. I further certify that I will actively supervise and train the applicant during the period the applicant is in my employment and requested license remains in effect.

Signature of Dealer Qualifying Party: _____

Dealership Name: _____ License No.: _____

Dealership Address: _____

Sworn to and subscribed before me, the undersigned authority on this ____ day of _____, 20 ____.

My Commission Expires: _____ Signature of Notary: _____

