

Please find attached the necessary application forms for you to complete and submit to this Office in order to apply for licensure with the North Carolina Manufactured Housing Board, to do business as a set-up contractor in North Carolina.

Below is a list of the forms attached:

1. **APPLICATION FORM** – Please complete this form and have notarized.
2. **SET-UP CONTRACTOR BOND FORM** – Must be a surety-type bond in the amount of **\$10,000**. Have insurance carrier or bonding company complete. Please sign and return the original to our office (keep a copy for your records).
3. **BIOGRAPHICAL AFFIDAVIT** – This form must be completed by the owner, manager (if other than owner) and if a corporation, a biographical affidavit must be completed by each officer of the corporation. This form must be notarized.

Please do not leave any question unanswered. If a particular question does not apply to you, please insert “N/A” (Not applicable).

After these forms have been completed and notarized where needed, please return to our office. **DO NOT SEND YOUR FILING FEE.**

We have also attached a copy of the North Carolina laws and regulations governing the North Carolina Manufactured Housing Board. Please be sure to read these laws and regulations to gain a clearer understanding of the responsibilities of this Board.

If you have any questions about the completion of these forms or about the North Carolina Manufactured Housing Board, please feel free to contact our office anytime Monday through Friday from 8:00 a.m. to 5:00 p.m. at (919)661-5880.