



**MISSISSIPPI**  
**Insurance Department**  
**Office of the State Fire Marshal**  
**Factory-Built Home Division**  
**660 North Street, Suite 100 B**  
**Jackson, Mississippi 39202**  
**(601) 359-1061 Phone**  
**(601) 359-1076 Fax**

MAN-3  
September 4, 2015

**APPLICATION**  
**FOR LICENSE FOR**  
**TEMPORARY**  
**INSTALLER / TRANSPORTER**  
**OF FACTORY-BUILT HOMES**

**DEFINITION:** "Independent contractor installer or transporter means any person who is engaged for hire in the movement or transportation, or both, or the installation, blocking, anchoring and tie-down of a factory-built or modular home. An independent contractor installer or transporter shall not include persons who do not hold themselves out for hire to the general public for the purpose described in this definition." Section 75-49-3(j), MS Code, 1972, Annotated

<b>Company Name:</b>	
<b>Physical Address:</b>	
<b>Mailing Address (If different from physical):</b>	
<b>Phone Number:</b>	<b>Fax Number:</b>
<b>Email Address:</b>	<b>County:</b>
<b>Owner's Name:</b>	
<b>Social Security Number:</b>	<b>Driver's License Number:</b>
<b>Federal Tax Identification Number or Social Security Number:</b>	

Every application for an Annual Temporary Installer / Transporter's license shall expire on June 30 following the date upon which it was issued as contained in Chapter 49, Section 75, Mississippi Laws of 1972, as amended. In making this application, certification is hereby made that all factory-built or modular homes, manufactured, sold and/or installed under the authority of any license issued pursuant to this application will fully conform to standards and requirements set forth in the aforementioned Act; any rules and regulations which are promulgated thereunder, and all requirements of the National Manufactured Home Construction and Safety Standards Act of 1974, 42 U.S.C.S. 5401, et seq. and as amended by the Manufactured Housing Improvement Act of 2000. This application is hereby made in good faith and the terms and obligations of the controlling laws of the State of Mississippi are accepted accordingly; further, this application also serves to designate the Insurance Commissioner of the State of Mississippi as true and lawful agent for acceptance of legal process on behalf of the applicant within the State of Mississippi. It is understood and agreed that said license, if issued, may be revoked by competent authority as provided by law.

Name of Applicant: \_\_\_\_\_ Title: \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

STATE OF \_\_\_\_\_ COUNTY OF \_\_\_\_\_

Sworn to and subscribed before me this the \_\_\_\_\_ day of \_\_\_\_\_, A.D., 20 \_\_\_\_.

\_\_\_\_\_  
Notary Public

State of Mississippi



Department of Insurance  
**OFFICE OF THE FIRE MARSHAL**

**AUTHORIZATION TO RELEASE CONFIDENTIAL INFORMATION**

Company's Name: \_\_\_\_\_

Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone: \_\_\_\_\_ FAX: \_\_\_\_\_

Email Address: \_\_\_\_\_

**I do hereby consent to release any confidential information by the Business References listed in my application for a Privilege License so that it may be helpful in retaining said Privilege License from the Mississippi State Fire Marshal's Office to manufacture, sell or install factory-built homes or modular homes in the State of Mississippi.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(Sign and return to the State Fire Marshal's Office)

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**BUSINESS REFERENCE CHECKLIST**

Name of Applicant: \_\_\_\_\_

Name of Reference: \_\_\_\_\_

1. How long have you known the applicant/company? \_\_\_\_\_ years/months
2. What capacity have you been affiliated with the applicant? \_\_\_\_\_ friend/relative/business
3. Would you recommend this company for a Privilege License? YES [ ] NO [ ]

Explain: \_\_\_\_\_

Reference checked by (FOR STATE FIRE MARSHAL STAFF ONLY, IF BY PHONE):

Name: \_\_\_\_\_ Date: \_\_\_\_\_

# TEMPORARY INSTALLER / TRANSPORTER INSTRUCTIONS

The license provided for herein is required for non-resident Installer/Transporters of factory-built homes doing business within the State of Mississippi who are otherwise licensed in other states.

A license is required for each Independent Contractor Installer/Transporter. **The License herein applied for will be issued for a period not to exceed thirty (30) days from the date the temporary license is issued. One 30 day extension of the temporary license may be granted but the request must be made in writing to the State Fire Marshals within 10 days of the expiration date of the original temporary license. Application for Temporary Installer/Transporter License may not be submitted more than once within any 6 month calendar period.**

All applicants shall maintain full compliance with all MDOT Regulations for the entire temporary licensure period (30 days from the date of issue).

Applications shall be verified by oath in the presence of a Notary Public.

All applicants shall maintain full compliance with all bonding and insurance requirements for the entire temporary licensure period (30 days from the date of issue).

Provide our Office with proof a current and valid Installer/Transporter license from your State.

Provide our Office with proof of a Surety Bond in the amount of \$25,000.00.

**Provide our Office with proof of a General Commercial Liability Policy in the amount of \$100,000.00 in coverage. The General Commercial Liability Policy must also indicate that a Cargo Policy has been obtained by the licensee for the transport of factory-built homes (State Fire Marshal's Office, 882'P qt vj 'Ut gg.'Uwlg'322'D, Jackson, MS 39204 as the Certificate Holder).**

License application fee for the Temporary Independent Contractor Installer/Transporter's license is \$100.00.

Checks or money orders are to be made payable to the State Fire Marshal's Office.

Return all of the following items; the completed application, the certificate of general liability insurance, the completed surety bond form, copies of current training certificates for the licensee and all employees, a copy of the current Installer/Transporter license from your State, and the license fee payment, in one package to:

Mississippi State Fire Marshal

.....882'P qt vj 'Ut gg.'Uwlg'322'D

'''Jackson, MS 39204

# TEMPORARY INSTALLER / TRANSPORTER

1. Is it your intention to install factory-built homes only?

Yes

No

2. Do you own or lease any equipment to transport a factory-built home?

Yes

No

3. Do you contract with manufacturers, retailers or developers to install or transport new or used factory-built homes?

Yes

No

*If yes, submit copies of contracts with the manufacturers, retailers or developers.*

4. Do you install or transport for individuals?

Yes

No

5. Do all of your employees who will be driving or operating the transportation equipment currently possess a valid State of Mississippi Commercial Driver's License (as required by MDOT)?

Yes

No

6. Do you and all of your employees currently possess a valid State of Mississippi Driver's License?

Yes

No

7. Does all of your transportation equipment comply with MDOT requirements to safely operate on all public right of ways in the State of Mississippi?

Yes

No

8. Are you aware that the State Statutes require that no installer/transporter shall deliver or cause to be delivered any factory-built home to any person at any site where such home is to be used for human habitation without anchoring and blocking such home in accordance with Rules and Regulations promulgated by the Commissioner?

Yes

No

9. Do you have a copy of the "Rules and Regulations for the Uniform Standards Code for the Factory-Built Homes Law" issued by the Commissioner of Insurance?

Yes

No

10. Pursuant to Miss.Code 79-29-1003, "[b]efore transacting business in this state, a foreign limited liability company .....shall register with the Secretary of State." Are you and/or your company in compliance with this State law?

Yes

No

11. Do you and/or your company comply with State law in that you, ". . . .bear a good reputation for honesty, trustworthiness, integrity and competency to transact the business in such a manner as to safeguard the interest of the public....", Section 75-49-9(7), MS Code, 1972, Annotated?

Yes No

12. Provide at least two business references not related to you.

Name:	Name:
Address:	Address:
City/State/Zip:	City/State/Zip:
Phone Number:	Phone Number:

13. Is the identification number that you provided for tax identification purposes current and valid?

Yes No

14. Have you ever filed bankruptcy? Yes No

If yes, was it \_\_\_ business and/or \_\_\_personal?  
In what district \_\_\_\_\_?

15. Have you ever been convicted of a crime? Yes No

If yes, where and explain \_\_\_\_\_

16. Have you or any of your employees had a previous history of violations of the MH-5 Rules and Regulations under the employ of another licensee?

Yes No

17. Are you aware that willful violation of any of the Rules and Regulations for proper anchoring and blocking of a factory-built home makes you guilty of a misdemeanor and upon conviction thereof, you could be fined not more than One Thousand Dollars (\$1,000.00) or imprisoned for not more than one (1) year or both?

Yes No

18. Please indicate your insurance company's name, address, policy number and phone number.

Insurance Company:	Address:
Phone Number:	Policy Number:

**All applicants shall maintain full compliance with all bonding and insurance requirements for the entire temporary licensure period.**

19. **PLEASE PROVIDE OUR OFFICE WITH PROOF OF A SURETY BOND IN THE AMOUNT OF \$25,000.00.**

20. **PLEASE PROVIDE OUR OFFICE WITH PROOF OF A GENERAL COMMERCIAL LIABILITY POLICY IN THE AMOUNT OF \$100,000.00 IN COVERAGE. THE GENERAL COMMERCIAL LIABILITY POLICY MUST ALSO INDICATE THAT A CARGO POLICY HAS BEEN OBTAINED BY THE LICENSEE FOR THE TRANSPORT OF FACTORY-BUILT HOMES (State Fire Marshal's Office, 882'P qt yj 'Ut gg v.'Uwkg'322'D, Jackson, MS 39204, as the Certificate Holder).**

21. Please complete the following for all company or corporate officers of your company (include additional names on separate sheet):

Name:	Title:
Date of Birth:	
Social Security Number:	
Physical Address:	
Telephone Number:	
Name:	Title:
Date of Birth:	
Social Security Number:	
Physical Address:	
Telephone Number:	

22. Please provide your previous business name and address.

Company Name:
Address:
City/State/Zip

23. Number of years in the factory-built home housing industry: \_\_\_\_\_

24. Please complete the following for **all** office, service and installation (contract) personnel responsible for compliance with the rules and regulations and provisions of this license (include additional names on separate sheet):

Name:	Title:
Date of Birth:	
Social Security Number:	
Physical Address:	
Telephone Number:	
Name:	Title:
Date of Birth:	
Social Security Number:	
Physical Address:	
Telephone Number:	

<b>Name:</b>	<b>Title:</b>
<b>Date of Birth:</b>	
<b>Social Security Number:</b>	
<b>Physical Address:</b>	
<b>Telephone Number:</b>	
<b>Name:</b>	<b>Title:</b>
<b>Date of Birth:</b>	
<b>Social Security Number:</b>	
<b>Physical Address:</b>	
<b>Telephone Number:</b>	
<b>Name:</b>	<b>Title:</b>
<b>Date of Birth:</b>	
<b>Social Security Number:</b>	
<b>Physical Address:</b>	
<b>Telephone Number:</b>	

25. Please submit the following information on a separate sheet:

- A. The education and qualifications of all employees;
- B. Copies of the current 8 hr training certificate for each employee
- C. The applicant's organizational structure.

26. The State Fire Marshal's Office, Factory-Built Home Division, shall be notified in writing of any change in the information furnished in an application within 30 days of such change.

I certify that all of the aforementioned information provided by me is true and accurate in all aspects. Any misrepresentation may result in the immediate suspension of any license issued to me by the Commissioner.

\_\_\_\_\_  
**Authorized Representative (Print)**

\_\_\_\_\_  
**Authorized Representative's Signature**

**SURETY BOND FOR LICENSURE WITH  
THE MISSISSIPPI FIRE MARSHAL'S OFFICE, FACTORY BUILT HOME DIVISION**

Revised 06/2021

STATE OF \_\_\_\_\_  
 COUNTY OF \_\_\_\_\_

**This form shall not be altered in any way**

**Part 1: Bond, Surety, and Principal.**

Bond #:	Original Bond Date of Issuance:	If a Continuation Bond, Effective Date
Name of the Surety Company:	NAIC # of Surety Company:	MID License Number of Surety Company:
Name of Principal (Licensee)	Applicant License Number:	Amount of Bond: \$  (as required by Regulation MH-2008-1)

**Part 2: Type and Bound Amount**

The type and amount of the Bond for one year commencing on the original date of issuance or continuation stated herein above at Part 1 is as follows:

**(License Type), Bond Equal to (amount as required by Regulation) current U.S. Dollars (\$ amount)**

**Part 3: KNOW ALL MEN BY THESE PRESENTS THAT, the Principal and Surety, who, after being duly sworn, deposed and said:**

**That** they are firmly bound unto the Commissioner of Insurance, State of Mississippi, in his position as State Fire Marshal, or his successor in office, under the Surety Bond, delivered in lieu of general liability insurance coverage, conditioned upon the Principal well and faithfully discharging and performing the duties incumbent upon him under the provisions of all applicable laws, including but not limited to Title 75, Chapter 49 of the Mississippi Code and Mississippi Insurance Department Regulation MH-2008-1;

**That** the condition of this obligation is such that if the above named Principal shall well and faithfully discharge and perform the duties incumbent on him under the provisions of all applicable laws, including but not limited to Title 75, Chapter 49 of the Mississippi Code and Mississippi Insurance Department Regulation MH-2008-1, then in such case the above obligation is to become null and void, else to remain in full force, effect and virtue;

**That** the provisions of all applicable laws, including but not limited to Title 75, Chapter 49 of the Mississippi Code and Mississippi Insurance Department Regulation MH-2008-1, for Principals and Sureties are applicable;

**That** any Consumer who sustains loss or damage by reason of any act or omission covered by this Bond may, in addition to any other remedy, bring an action in his/her name on this Bond for the recovery of damages sustained by the Consumer. Said action must be brought before said Oblige, or the Oblige's agent, who must validate the claim and determine the amount of loss or damage sustained by the Consumer. Upon a determination of loss, the Oblige may make a claim to include administrative cost against the Bond up to the penal sum. Regardless of the number of years this Bond remains in force or the number of claims brought against the Bond, said Surety shall not be obligated to pay any sums in excess of the stated aggregate penal sum of the Bond.

**That** this Surety Bond shall not be terminated unless the Surety provides at least sixty (60) days' prior written notice will have been filed with the Commissioner of Insurance, Mississippi State Fire Marshal's Office, 660 North Street, Suite 100B, Jackson, MS 39202, or by email to [mhlicense@mid.ms.gov](mailto:mhlicense@mid.ms.gov) Subject: Surety Bond Information, and given to the Principal;

**That** this obligation may be continued for any subsequent year by a continuation certificate duly signed and sealed by the Principal and Surety, subject to the terms and conditions of the original bond, and filed with the Commissioner of Insurance, State of Mississippi, as directed above;

**That** the Oblige may bring claim against the Bond up to twelve (12) months after the Bond has been terminated or has been cancelled for any liabilities accrued while the bond was in force.

**IN WITNESS THEROF**, Principal and Surety have executed this Bond on the dates stated herein below.

**Part 4. Signatures and Notary. Complete all information**

By:

Principal	Date	Surety's Authorized Representative	Date
Print Name		Print Name/Title of Surety's Authorized Representative	
Physical Address of Principal		Physical Address of Surety	

Subscribed and sworn to before me this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
 Notary Public

{Seal of Notary Public}





# CERTIFICATE OF LIABILITY INSURANCE

DATE (MMDD/YYYY)

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	CONTACT NAME:	
	PHONE (A/C, No, Ext):	FAX (A/C, No):
INSURED	E-MAIL ADDRESS:	
	INSURER(S) AFFORDING COVERAGE	NAIC #
	INSURER A:	
	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

COVERAGES CERTIFICATE NUMBER: CL151277 REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSUR LTR	TYPE OF INSURANCE	ADDITIONAL INSUR. W/VD	POLICY NUMBER	EFF. DATE (MMDD/YYYY)	POLICY EXP. DATE (MMDD/YYYY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR					EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Per occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMPROP AGG \$
	GEML AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC					
B	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS					COMBINED SINGLE LIMIT (Per accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ Underinsured motorist \$
	<input checked="" type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS					
	UMBRELLA LIAB EXCESS LIAB					EACH OCCURRENCE \$ AGGREGATE \$
	RETENTION \$					
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A			WORKERS COMP. STAT. LIMITS \$ OTH. ER \$ E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
C	In-transit Cargo/Install					Limit Deductible

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

### CERTIFICATE HOLDER

(601) 359-1076

Mississippi Insurance Department  
Office of the Fire Marshall  
PO Box 79  
Jackson, MS 39205

### CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

ACORD 25 (2010/05)

INSR25 (10/05) 01

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