

## **APPLICATION FOR SALESPERSON LICENSE**

APPLICATION FEE \$50.00

NOTE: THE DIVISION WILL **NOT** ACCEPT INCOMPLETE APPLICATIONS.

### **PLEASE SUBMIT THE FOLLOWING:**

- ☐ Statement of Authorization and Release of Information form.
- ☐ Certificate of Good Character and Reputation form.
- ☐ Notice to Applicant and Employing Dealer form.
- ☐ Copy of exam scores.

### SALESPERSON INFORMATION

DATE: \_\_\_\_\_

NAME OF SALESPERSON: \_\_\_\_\_

SOCIAL SECURITY NO.: \_\_\_\_\_ DATE OF BIRTH: \_\_\_\_\_

PERSONAL MAILING ADDRESS: \_\_\_\_\_  
(Street Address)

\_\_\_\_\_  
(City & State) (Zip Code) (Area Code) (Telephone No.)

**EMPLOYING DEALER:** \_\_\_\_\_ **LICENSE NO.:** \_\_\_\_\_

\_\_\_\_\_  
(Mailing Address)

\_\_\_\_\_  
(City & State) (Zip Code) (Area Code) (Telephone No.)

Personal email address: \_\_\_\_\_

1. Are you familiar with the Manufactured Housing Act and Regulations? \_\_\_\_\_ Yes \_\_\_\_\_ No
2. Have you previously been licensed in the State of New Mexico or in any other state? \_\_\_\_\_ Yes \_\_\_\_\_ No
3. How long have you maintained an office or residence in the State of New Mexico?  
Address: \_\_\_\_\_ years
4. Have you ever been convicted of any disqualifying felony as set forth in 14.12.2.8 (H)  
of the New Mexico Administrative Code in this state, or any other state? \_\_\_\_\_ Yes \_\_\_\_\_ No  
If yes, state offense and date of conviction and court/jurisdiction: \_\_\_\_\_
5. Are you current with child support payments in all states? \_\_\_\_\_ Not Applicable \_\_\_\_\_ Yes \_\_\_\_\_ No
6. Do you have any unresolved complaints pending with MHD and/or CID? \_\_\_\_\_ Yes \_\_\_\_\_ No
7. Have you bid or performed any unlicensed work in the last 12 months? \_\_\_\_\_ Yes \_\_\_\_\_ No

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, my application will be rejected. If already licensed at the time of such investigation and disclosure, my license is subject to civil penalties and/or suspension or revocation for such misrepresentation or falsification.

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

Full Name (PRINT): \_\_\_\_\_

**Notary**

State of \_\_\_\_\_

(Seal)

County of \_\_\_\_\_

This record was acknowledged before me on \_\_\_\_\_  
(Date)

\_\_\_\_\_  
Signature of Notarial Officer

\_\_\_\_\_  
Commission Expiration Date

**NOTICE TO APPLICANT AND EMPLOYING DEALER**

1. An applicant may not offer to sell, lease or exchange a manufactured home before a license is actually issued to the applicant.
2. 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's 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 hold himself out to the public as a manufactured home dealer; and no dealer shall permit his employed salesperson to present or hold himself out to the public as a manufactured home dealer.
3. The salesperson's employing dealer must maintain custody of the salesperson's license, if issued, and must return the license to the Manufactured Housing Division immediately upon termination of the salesperson.
4. **YOU MUST REPORT ANY CHANGES TO PSI IMMEDIATELY.**

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

Signed: \_\_\_\_\_ Printed: \_\_\_\_\_  
Applicant

Notary

State of \_\_\_\_\_

(Seal)

County of \_\_\_\_\_

This record was acknowledged before me on \_\_\_\_\_.  
(Date)

\_\_\_\_\_  
*Signature of Notarial Officer*

\_\_\_\_\_  
*Commission Expiration Date*

Signed: \_\_\_\_\_ Printed: \_\_\_\_\_  
Dealer Qualifying Party

Notary

State of \_\_\_\_\_

(Seal)

County of \_\_\_\_\_

This record was acknowledged before me on \_\_\_\_\_.  
(Date)

\_\_\_\_\_  
*Signature of Notarial Officer*

\_\_\_\_\_  
*Commission Expiration Date*

**STATEMENT OF AUTHORIZATION AND RELEASE OF INFORMATION**

To be completed by Salesperson

I, \_\_\_\_\_,  
(Full legal name) (Date of Birth) (Personal phone #)

whose home address, \_\_\_\_\_,  
(Street, City, State, Zip Code)

and whose business address is \_\_\_\_\_,  
(Street, City, State, Zip Code)

Business telephone no. \_\_\_\_\_, and shown as the Salesperson

on an "Application for Salesperson" with the New Mexico Manufactured Housing Division,  
do hereby consent to having an inquiry made as to my disqualifying criminal convictions, any civil lawsuits or  
applicable child support obligations, outstanding licensing, permit, or penalty obligations with MHD or other  
jurisdiction, previous licensure, alleged unlicensed work or work outside of the scope of my existing license(s) in  
the past 24 months, or standing with the Secretary of State or other state corporations commission.

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 New Mexico Manufactured Housing Division any such information, including documents, records,  
or information regarding charges or complaints files against me, formal or informal, pending or closed, or any  
other pertinent data, and to permit the Manufactured Housing Division or any of their agents or representatives  
to inspect and make copies of such documents, records, and other information.

I hereby release, discharge, and hold harmless the New Mexico Manufactured Housing Division and the  
Manufactured Housing Committee, 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 New Mexico Manufactured Housing Division and/or its  
agents and representatives.

First being duly sworn upon oath, I depose and state that I have read and signed the foregoing Statement  
voluntarily and that the matters and things stated in this Statement are true and correct.

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

Full Name (PRINT): \_\_\_\_\_

**Notary**

State of \_\_\_\_\_

(Seal)

County of \_\_\_\_\_

This record was acknowledged before me on \_\_\_\_\_.  
(Date)

\_\_\_\_\_  
Signature of Notarial Officer

\_\_\_\_\_  
Commission Expiration Date

**CERTIFICATE OF GOOD CHARACTER AND REPUTATION**  
To be completed by Dealer's Qualifying Party

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

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

APPLICANT: \_\_\_\_\_

I, \_\_\_\_\_, am the manufactured home dealer Qualifying Party 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 the applicant is honest, truthful and of good reputation and that the applicant is competent to conduct the business of a manufactured home salesperson in such a manner as to safeguard the interest of the public, and I therefore recommend that a salesperson's license be granted to the applicant. I further certify that I will actively supervise and train the applicant during the period that the applicant is in my employment and during the time in which the requested license remains in effect.

Signature of Employing Dealer Qualifying Party: \_\_\_\_\_

Print Name of Employing Dealer Qualifying Party: \_\_\_\_\_

Dealership Name: \_\_\_\_\_ License No.: \_\_\_\_\_

Dealer Mailing Address: \_\_\_\_\_

\_\_\_\_\_

**Notary**

State of \_\_\_\_\_

(Seal)

County of \_\_\_\_\_

This record was acknowledged before me on \_\_\_\_\_.

(Date)

\_\_\_\_\_  
*Signature of Notarial Officer*

\_\_\_\_\_  
*Commission Expiration Date*

## **PAYMENT**

Salesperson, \$50

Submit Application Packet and Payment to (by walk-in or mail):

**PSI**  
**9550 San Mateo Blvd., NE, Suite F**  
**Albuquerque, NM 87113**

(877) 663-9267 <https://public.psiexams.com>

Payments may be made by personal check, company check, money order,  
cashier's check, credit card (**NO CASH**)

**ALL SUBMISSIONS MUST INCLUDE ORIGINAL DOCUMENTS.**  
**YOU MAY NOT SUBMIT AN APPLICATION BY FAX OR EMAIL.**

Check one: MC\_\_\_\_ VISA\_\_\_\_ AMEX\_\_\_\_ DISC\_\_\_\_

**Full Card No.** \_\_\_\_\_

**Expiration Date:** \_\_\_\_\_ **Card Verification No. (CVV):** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_

**Cardholder Name (Print)** \_\_\_\_\_

**Signature:** \_\_\_\_\_

For your security, PSI requires you to enter the card verification number located on the credit card. The card verification number is usually located on the back of the card and consists of the last three digits on the signature strip.