

4501:1-3-02

Place of business required for manufactured home broker.

- (A) A manufactured home broker shall have an established place of business that shall include an office that is permanent in nature, with office equipment and supplies that are sufficient to assist in conducting the business of brokering manufactured homes year round. The office shall have, at minimum, a landline telephone number (not a cellular phone) in service at all times, ~~and used at the dealership that is listed in the local telephone directory as, and answered in the name of, the manufactured home broker,~~ electric lighting, and heating that is sufficient and reasonable for a retail office environment. An established place of business that is used for brokering previously owned manufactured homes shall be considered used exclusively for that purpose even though its facility is located in a manufactured home park or office complex, and even though rent and other activities related to operating a manufactured home park take place at the same location.
- (B) The office shall be clearly identified, easily accessible, and open to the public, ~~during generally accepted business hours, at least thirty hours each week~~ a minimum of twenty hours per week, at least ten of which shall occur Monday through Friday from nine a.m. to five p.m. The office shall be kept neat and orderly at all times, and shall not be used as a storage or other utility area. The office shall be separate from a personal residence.
- (C) The business hours shall be legible and posted in a conspicuous place near the entrance of the office.
- (D) The office shall be staffed at all posted hours by an owner, partner, officer or licensed salesperson.

Effective:

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Certification

Date

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