RULES OF

Department of Commerce and Insurance

Division 4240—Public Service Commission

Chapter 120—New Manufactured Homes

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TITLE 20 — DEPARTMENT OF COMMERCE AND INSURANCE
Division 4240 — Public Service Commission
Chapter 120 — New Manufactured Homes

20 CSR 4240-120.011 Definitions

PURPOSE: This rule defines the terms used in this chapter.

PUBLISHER'S NOTE: The secretary of state has determined that publication of the entire text of the material that is incorporated by reference as a portion of this rule would be unduly cumbersome or expensive. This material as incorporated by reference in this rule shall be maintained by the agency at its headquarters and shall be made available to the public for inspection and copying at no more than the actual cost of reproduction. This note applies only to the reference material. The entire text of the rule is printed here.

(1) The following definitions, as well as those set out in section 700.010, RSMo, and 20 CSR 4240-127, apply to this chapter:

(A) Act means the National Manufactured Home Construction and Safety Standards Act of 1974, Title VI of the Housing and Community Development Act of 1974 (42 U.S.C. 5401);

(B) Alteration means the replacement, addition, modification, or removal after a certification label has been affixed of any components for which the commission rules includes a criterion; and

(C) Federal standards means the federal manufactured home construction and safety standards promulgated under 42 U.S.C. 5403.

AUTHORITY: section 700.040, RSMo 2016. This rule originally filed as 4 CSR 240-120.011. Emergency rule filed Nov. 12, 1976, effective Nov. 22, 1976, expired March 22, 1977. Original rule filed Nov. 12, 1976, effective Feb. 11, 1977. Amended: Filed Oct. 12, 1982, effective Jan. 13, 1983. Amended: Filed June 12, 2001, effective Jan. 30, 2002. Amended: Filed July 6, 2017, effective March 30, 2018. Moved to 20 CSR 4240-120.011, effective Aug. 28, 2019. Amended: Filed April 29, 2026, effective Nov. 30, 2026.*

**Original authority: 700.040, RSMo 1973, amended 1976, 1978, 1982, 1984, 1989, 1993, 1995, 1999.*

20 CSR 4240-120.021 HUD Agreement

PURPOSE: This rule declares that the commission shall cooperate with Housing and Urban Development in the administration and enforcement of the federal standards.

(1) The commission shall submit a state plan application to the United States Department of Housing and Urban Development (HUD). Upon approval of the commission's state plan application, it shall cooperate, according to the provisions of the plan, with HUD in the administration and enforcement of the federal standards.

AUTHORITY: section 700.040, RSMo Supp. 1989. This rule originally filed as 4 CSR 240-120.021. Emergency rule filed Nov. 12, 1976, effective Nov. 22, 1976, expired March 22, 1977. Original rule filed Nov. 12, 1976, effective Feb. 11, 1977. Moved to 20 CSR 4240-120.021, effective Aug. 28, 2019.*

**Original authority: 700.040, RSMo 1973, amended 1976, 1978, 1982, 1984, 1989.*

20 CSR 4240-120.031 Administration and Enforcement

PURPOSE: This rule delegates the responsibility for administering and enforcing the code, the state plan, this chapter, Chapter 700, RSMo as it relates to new manufactured homes.

(1) The following commission powers and responsibilities under Chapter 700, RSMo are delegated to the manager:

(A) The issuance of notices of annual registration;

(B) The processing of annual registrations;

(C) The development and implementation of inspection processes;

(D) The issuance of seals;

(E) Daily monitoring and administration of reasonable fees which are sufficient to cover all costs incurred in the administration of Chapter 700, RSMo; and

(F) Consumer complaint handling and remedial actions up to and including the dispute resolution process of section 700.689, RSMo.

(2) The following commission powers and responsibilities under Chapter 700, RSMo are not delegated to the manager:

(A) Establishing, changing, or eliminating the amount of fees for seals or inspections, or both;

(B) Denying, refusing to renew, suspending, revoking, or placing on probation a registration for any reason under provisions of this rule; and

(C) Other duties as outlined under Chapter 700, RSMo or these rules not specifically delegated.

AUTHORITY: section 700.040, RSMo 2016. This rule originally filed as 4 CSR 240-120.031. Emergency rule filed Nov. 12, 1976, effective Nov. 22, 1976, expired March 22, 1977. Original rule filed Nov. 12, 1976, effective Feb. 11, 1977. Amended: Filed Oct. 12, 1982, effective Jan. 13, 1983. Amended: Filed July 6, 2017, effective March 30, 2018. Moved to 20 CSR 4240-120.031, effective Aug. 28, 2019.*

**Original authority: 700.040, RSMo 1973, amended 1976, 1978, 1982, 1984, 1989, 1993, 1995, 1999.*

20 CSR 4240-120.040 Certification Labels

PURPOSE: This rule describes the new manufactured homes to which certification labels must be affixed.

(1) No new manufactured home which entered the first stage of production after November 22, 1976 shall be rented, leased or sold, or offered for rent, lease or sale in this state unless a certification label is properly affixed to it.

AUTHORITY: section 700.040, RSMo Supp. 1989. This rule originally filed as 4 CSR 240-120.040. Emergency rule filed Nov. 12, 1976, effective Nov. 22, 1976, expired March 22, 1977. Original rule filed Nov. 12, 1976, effective Feb. 11, 1977. Amended: Filed Oct. 12, 1982, effective Jan. 13, 1983. Moved to 20 CSR 4240-120.040, effective Aug. 28, 2019.*

**Original authority: 700.040, RSMo 1973, amended 1976, 1978, 1982, 1984, 1989.*

20 CSR 4240-120.050 Consumer Complaint Handling and Remedial Actions

PURPOSE: This rule sets out procedures to be followed by

manufacturers and the commission when a consumer complaint or other information is received which indicates the possible existence of an imminent safety hazard, serious defect, defect or noncompliance in a new manufactured home which has been sold or otherwise released by a manufacturer to another party.

PUBLISHER'S NOTE: The secretary of state has determined that the publication of the entire text of the material which is incorporated by reference as a portion of this rule would be unduly cumbersome or expensive. Therefore, the material which is so incorporated is on file with the agency who filed this rule, and with the Office of the Secretary of State. Any interested person may view this material at either agency's headquarters or the same will be made available at the Office of the Secretary of State at a cost not to exceed actual cost of copy reproduction. The entire text of the rule is printed here. This note refers only to the incorporated by reference material.

(1) The Housing and Urban Development (HUD) regulations regarding the procedures to be followed by manufacturers and state administrative agencies when they receive a consumer complaint or other information indicating the possible existence of an imminent safety hazard, serious defect or noncompliance in a new manufactured home are incorporated by reference in this rule. Specifically these regulations include sections 3282.403 through 3282.417 of 24 CFR 3282. The definitions set out in 24 CFR section 3282.7 shall control interpretations of this rule.

AUTHORITY: section 700.040, RSMo Supp. 1989. This rule originally filed as 4 CSR 240-120.050. Emergency rule filed Nov. 12, 1976, effective Nov. 22, 1976, expired March 22, 1977. Original rule filed Nov. 12, 1976, effective Feb. 11, 1977. Amended: Filed Oct. 12, 1982, effective Jan. 13, 1983. Moved to 20 CSR 4240-120.050, effective Aug. 28, 2019.*

**Original authority: 700.040, RSMo 1973, amended 1976, 1978, 1982, 1984, 1989.*

20 CSR 4240-120.060 Inspections

PURPOSE: This rule sets forth the extent to which the books, records, inventory, and premises of manufacturers and dealers of new manufactured homes are subject to inspections by the manager.

(1) The manager may inspect the books, records, inventory, and premises of manufacturers and dealers of new manufactured homes, from time-to-time during normal business hours, to ascertain if a manufacturer or dealer is complying with Chapter 700, RSMo as it relates to new manufactured homes, this chapter, the federal standards, and the Housing and Urban Development regulations and also to ascertain if grounds exist under section 700.100, RSMo to file a complaint with the commission to reject an application for registration filed under section 700.090, RSMo or to refuse to renew, suspend, revoke, or place on probation a registration which has been made under section 700.090, RSMo.

(2) A dealer shall maintain a copy of the bill of sale in its files at the location where it sold the home to the purchaser, if possible, otherwise at its principal office for no less than five (5) years.

AUTHORITY: section 700.040, RSMo 2016. This rule originally filed as 4 CSR 240-120.060. Emergency rule filed Nov. 12, 1976, effective Nov. 22, 1976, expired March 22, 1977. Original rule filed Nov. 12, 1976, effective Feb. 11, 1977. Amended: Filed Oct. 12, 1982, effective Jan. 13, 1983. Amended: Filed July 6, 2017, effective March 30, 2018. Moved to 20 CSR 4240-120.060, effective Aug. 28, 2019.*

**Original authority: 700.040, RSMo 1973 amended 1976, 1978, 1982, 1984, 1989, 1993, 1995, 1999.*

20 CSR 4240-120.065 Manufactured Home Dealer Setup Responsibilities

PURPOSE: This rule sets forth the extent to which manufactured home dealers are responsible for proper initial setup of new manufactured homes.

(1) Manufactured Home Dealer Setup.

(A) A dealer who sells a new manufactured home shall arrange for the proper initial setup of the manufactured home unless the dealer obtains from the purchaser or the purchaser's authorized agent a written waiver of that service as described in section 700.100.3(6), RSMo.

(B) As used in this rule, "proper initial setup" means installation and setup of the home in accordance with the installation manual provided by the manufacturer of the home and in complete compliance with 24 CFR section 3285 and with all of the provisions regarding setup in sections 700.010 to 700.115, RSMo.

(C) If a dealer fails to arrange for the proper initial setup of a manufactured home, the commission may discipline the dealer's registration by suspending, revoking, or placing the registration on probation, pursuant to the provisions of section 700.100, RSMo, if the manager provides evidence to the commission, incident to an inspection, under subsections (2)(B) or (2)(C) of this rule, of set up deficiencies.

(D) The manager, in consultation with the commission staff director, after attempting to contact the entity involved and documenting consideration of potential mitigating factors, including, but not limited to, the number of similar non-compliance issues, circumstances beyond the entity's control, and the entity's responsiveness to commission requirements, may assess a two hundred dollar ($200) inspection fee to dealers that fail to hire commission licensed installers to set up a home. The manager will track fees assessed or waived under this provision, along with any documented consideration of mitigating factors, and compile a quarterly report summarizing such information for review by the commission.

(2) Manufactured Home Inspections.

(A) A dealer who sells a new manufactured home shall submit to the manufactured housing and modular units program a property locator indicating the destination of the home within five (5) business days of the date the home leaves the dealer's location or the manufacturer's location if the home is shipped directly to the consumer. For multi-section homes the five (5) business days begins when the first section leaves the dealer's or manufacturer's location. The dealer shall use the property locator form provided by the commission.

1. The manager, in consultation with the commission staff director, after attempting to contact the entity involved and documenting consideration of potential mitigating factors, including, but not limited to, the number of similar non-compliance issues, circumstances beyond the entity's control, and the entity's responsiveness to commission requirements, may assess a fifty dollar ($50) per home inspection fee to dealers

who fail to submit the property locator within five (5) business days from the due date. The manager will track fees assessed or waived under this provision, along with any documented consideration of mitigating factors, and compile a quarterly report summarizing such information for review by the commission.

2. The manager may commence an action to discipline a dealer's registration for failure to timely report property locators or make payment upon property locator home inspection fees if the commission has assessed no fewer than two (2) property locator home inspection fees against the dealer within the previous twelve (12) months of the due date of the property locator at issue.

(B) The manager will have a period of no more than one (1) year from the delivery date of the home to the consumer to conduct the initial inspection of the home setup.

(C) Within two (2) years of the delivery date of the home to the consumer, if no initial inspection was performed pursuant to subsection (2)(B) of this rule, the manager may conduct an inspection of the home for code violations upon the receipt of a formal written complaint by the consumer.

(D) A copy of an inspection report from a routine inspection of the setup of a manufactured home, which does not arise from a consumer complaint, shall be transmitted to the manufacturer, installer, or dealer, or each responsible entity, within ten (10) days from the date of the inspection. Should an inspection occur as a result of a consumer complaint, copies of the inspection report will be provided to the complainant, and shall be transmitted to the manufacturer, installer, or dealer, or each responsible entity, within ten (10) days from the date of the inspection.

(E) Should an initial inspection identify no code violations, or any re-inspection verify that corrections have been made to address code violations identified on an initial inspection report, the manager shall issue a notice of completion indicating no outstanding issues remain to be addressed. Such notice shall be issued to each responsible entity. A complainant shall also be issued a notice of completion should an initial inspection occur subsequent to a consumer complaint. Such notice shall be issued within twenty (20) days from the date of the final inspection or re-inspection. This notice is intended to notify parties when the manager has completed an inspection process, and will not serve to indemnify any responsible party from any future liability.

(F) The manager shall submit to the commission any written request for a waiver of fees identified in this subsection, and the commission may grant such a waiver for good cause shown.

(3) Manufacturers shall mail or deliver to the manager by the tenth day of each month a report that identifies, by make, model, and serial number, the new manufactured homes to which certification labels have been affixed since the previous report. Such report shall also include the certification label number for each such manufactured home.

AUTHORITY: section 700.040, RSMo 2016. This rule originally filed as 4 CSR 240-120.065. Original rule filed June 12, 2001, effective Jan. 30, 2002. Amended: Filed Aug. 15, 2013, effective March 30, 2014. Amended: Filed July 6, 2017, effective March 30, 2018. Moved to 20 CSR 4240-120.065, effective Aug. 28, 2019.*

**Original authority: 700.040, RSMo 1973, amended 1976, 1978, 1982, 1984, 1989, 1993, 1995, 1999.*

20 CSR 4240-120.070 Manufacturers and Dealers Reports

PURPOSE: This rule provides that manufacturers and dealers shall file reports with the secretary of Housing and Urban Development as may be required under Section 614 of the Act, 42 U.S.C. 5413.

(1) Manufacturers and dealers shall file reports with the secretary of Housing and Urban Development as required under Section 614 of the Act, 42 U.S.C. 5413.

AUTHORITY: section 700.040, RSMo 2016. This rule originally filed as 4 CSR 240-120.070. Emergency rule filed Nov. 12, 1976, effective Nov. 22, 1976, expired March 22, 1977. Original rule filed Nov. 12, 1976, effective Feb. 11, 1977. Amended: Filed Oct. 12, 1982, effective Jan. 13, 1983. Amended: Filed July 6, 2017, effective March 30, 2018. Moved to 20 CSR 4240-120.070, effective Aug. 28, 2019.*

**Original authority: 700.040, RSMo 1973 amended 1976, 1978, 1982, 1984, 1989, 1993, 1995, 1999.*

20 CSR 4240-120.085 Re-Inspection and Re-Inspection Fee

PURPOSE: This rule outlines the procedure for the re-inspection of manufactured homes and third party requests for inspections pursuant to section 700.040, RSMo.

(1) Re-inspections subsequent to routine inspections of new manufactured homes.

(A) The manager may conduct re-inspections of new manufactured homes to verify corrections have been made to address code violations identified on the initial routine inspection report.

(B) The manager shall not assess the dealer, installer, or the manufacturer, or each entity, a fee for the first re-inspection.

(C) The manager, in consultation with the commission staff director, after attempting to contact the entity involved and documenting consideration of potential mitigating factors, including, but not limited to, the number of similar non-compliance issues, circumstances beyond the entity's control, and the entity's responsiveness to commission requirements, may assess re-inspection fee(s) of two hundred dollars ($200) for any re-inspection subsequent to the first re-inspection. The fee is charged to the dealer, installer, or the manufacturer who was responsible for making the corrections and completing the corrections. The manager will track fees assessed or waived under this provision, along with any documented consideration of mitigating factors, and compile a quarterly report summarizing such information for review by the commission.

(2) Re-inspections subsequent to a consumer complaint.

(A) The manager may conduct re-inspections of new manufactured homes to determine if the required corrections have been completed by the dealer, installer, or manufacturer within sixty (60) days of the initial inspection.

(B) The manager, in consultation with the commission staff director, after attempting to contact the entity involved and documenting consideration of potential mitigating factors, including, but not limited to, the number of similar non-compliance issues, circumstances beyond the entity's control, and the entity's responsiveness to commission requirements, may assess the dealer, installer, or the manufacturer, or each entity, a fee for the re-inspection(s) if the dealer, installer, or the manufacturer responsible for making the required corrections fails to complete the required corrections within sixty (60) days of receipt of a consumer complaint. The fee shall not be charged to

the dealer, installer, or the manufacturer who is responsible for making the required corrections if, during the re-inspection, it is found that the required corrections have been corrected within sixty (60) days of the initial inspection. The manager will track fees assessed or waived under this provision, along with any documented consideration of mitigating factors, and compile a quarterly report summarizing such information for review by the commission.

(3) The re-inspection shall address all violations listed in the initial inspection report. A copy of the re-inspection report shall be forwarded to the manufacturer, installer, or dealer, or each responsible entity, and the consumer, if applicable, within ten (10) days from the date of the re-inspection, for corrective action as well as an invoice for the re-inspection fee, if applicable.

(4) The assessed fee shall be paid to the commission within twenty (20) working days from the date the re-inspection is completed. Each manufacturer, installer, and dealer shall submit, along with the fee, a written plan of action to be taken by each to correct any remaining violations identified and, unless otherwise approved by the manager, corrections shall be completed within thirty (30) days of the re-inspection.

(5) The fee for all inspections requested by third parties is four hundred dollars ($400), except the fee for third party inspection requests for the purpose of serial number verification is two hundred dollars ($200). Requests for inspections by third parties must be submitted in writing to the manufactured housing and modular units program along with the associated inspection fee. Licensed manufacturers or dealers are not considered third parties.

(6) If the manufacturer, installer, or dealer has not paid the re-inspection fee within thirty (30) days of the prescribed date, the manager may file a complaint and the commission may suspend the manufacturer, installer, or dealer certificate or registration.

(7) The following situations constitute grounds for the denial, revocation, or placing on probation of a manufacturer, installer, or dealer certificate of registration:

(A) Failure to pay a re-inspection fee by the prescribed due date for two (2) consecutive months; or

(B) Failure to pay a re-inspection fee by the prescribed due date for any four (4) of the preceding twelve (12) months.

AUTHORITY: section 700.040, RSMo 2016. This rule originally filed as 4 CSR 240-120.085. Original rule filed June 16, 2004, effective Jan. 30, 2005. Amended: Filed Aug. 15, 2013, effective March 30, 2014. Amended: Filed July 6, 2017, effective March 30, 2018. Moved to 20 CSR 4240-120.085, effective Aug. 28, 2019.*

**Original authority: 700.040, RSMo 1973, amended 1976, 1978. 1982, 1984, 1989, 1993, 1995, 1999.*

20 CSR 4240-120.090 Inspection and Approval of Alterations

PURPOSE: This rule establishes the procedure by which commission approval of alterations made to certified new manufactured homes may be obtained.

(1) No certified new manufactured home which entered the first stage of production after November 22, 1976 on which an alteration has been made shall be rented, leased, or sold or offered for rent, lease, or sale in this state unless the alteration has been approved in writing by the manager.

(2) Manager approval of alterations shall be requested by a written application executed on a commission approved form available on the commission's website at www.psc.mo.gov, or from the manager upon request. Applications may be submitted only by the person or entity who owns the new manufactured home to which the alteration for which approval is sought has been made.

(3) Within fifteen (15) working days of receipt of complete application for alteration has been received by the manager, s/he shall inspect the alteration to determine if it complies with the federal standards. If through no fault of the applicant the inspection is not conducted within the prescribed time, the requested approval shall be issued within the required time the application is found to comply with the provisions of this rule.

(4) Written approval of an alteration or a written rejection or an application for the approval shall be issued by the manager within fifteen (15) working days after a complete application for written approval has been received by the manager. A notice of rejection shall specify the reason for the rejection.

AUTHORITY: section 700.040, RSMo 2016. This rule originally filed as 4 CSR 240-120.090. Emergency rule filed Nov. 12, 1976, effective Nov. 22, 1976, expired March 22, 1977. Original rule filed Nov. 12, 1976, effective Feb. 11, 1977. Amended: Filed Oct. 12, 1982, effective Jan. 13, 1983. Amended: Filed July 6, 2017, effective March 30, 2018. Moved to 20 CSR 4240-120.090, effective Aug. 28, 2019.*

**Original authority: 700.040, RSMo 1973, amended 1976, 1978, 1982, 1984, 1989, 1993, 1995, 1999.*

20 CSR 4240-120.100 Code

PURPOSE: This rule establishes the code for new manufactured homes which entered the first stage of production after November 22, 1976 and are rented, leased, sold or offered for rent, lease, or sale in this state.

PUBLISHER'S NOTE: The secretary of state has determined that the publication of the entire text of the material which is incorporated by reference as a portion of this rule would be unduly cumbersome or expensive. This material as incorporated by reference in this rule shall be maintained by the agency at its headquarters and shall be made available to the public for inspection and copying at no more than the actual cost of reproduction. This note applies only to the reference material. The entire text of the rule is printed here.

(1) The federal standards as incorporated by reference in 24 CFR sections 3280, 3282, 3285, and 3286 constitute the code to be applied to new manufactured homes which entered the first stage of production after November 22, 1976 which are rented, leased, or sold or offered for rent, lease, or sale in this state.

(2) All new manufactured homes shall be set up or installed according to the manufacturer's installation manual.

AUTHORITY: section 700.040, RSMo 2016. This rule originally filed as 4 CSR 240-120.100. Emergency rule filed Nov. 12, 1976,*

effective Nov. 22, 1976, expired March 22, 1977. Original rule filed Nov. 12, 1976, effective Feb. 11, 1977. Amended: Filed Oct. 12, 1982, effective Jan. 13, 1983. Amended: Filed April 26, 2001, effective Dec. 30, 2001. Amended: Filed July 6, 2017, effective March 30, 2018. Moved to 20 CSR 4240-120.100, effective Aug. 28, 2019.

**Original authority: 700.040, RSMo 1973, amended 1976, 1978, 1982, 1984, 1989, 1993, 1995, 1999.*

20 CSR 4240-120.110 Complaints and Review of Manager Action(s)

PURPOSE: This rule provides for the manner in which complaints may be filed and the procedure by which commission review of the decisions, directives, and interpretations of the manager may be obtained.

(1) Any person aggrieved by a violation of this chapter or Chapter 700, RSMo, as it relates to new manufactured homes and the manufacturer, dealer, or installer of new manufactured homes, may file a formal or informal complaint with the commission under 20 CSR 4240-2.070.

(2) Any person aggrieved by the manager's decisions, directives, and interpretations of 24 CFR sections 3280, 3282, 3285, and 3286, this chapter, or Chapter 700, RSMo, as it relates to new manufactured homes, may file a written informal or formal complaint under 20 CSR 4240-2.070. In such a complaint the manager shall be denominated as the respondent.

AUTHORITY: section 700.040, RSMo 2016. This rule originally filed as 4 CSR 240-120.110. Emergency rule filed Nov. 12, 1976, effective Nov. 22, 1976, expired March 22, 1977. Original rule filed Nov. 12, 1976, effective Feb. 11, 1977. Amended: Filed Oct. 12, 1982, effective Jan. 13, 1983. Amended: Filed July 6, 2017, effective March 30, 2018. Moved to 20 CSR 4240-120.110, effective Aug. 28, 2019. Amended: Filed April 29, 2026, effective Nov. 30, 2026.*

**Original authority: 700.040, RSMo 1973, amended 1976, 1978, 1982, 1984, 1989, 1993, 1995, 1999.*

20 CSR 4240-120.120 Criteria for Good Moral Character for Registration of Manufactured Home Dealers

PURPOSE: The Missouri Public Service Commission is charged with the responsibility of determining that applicants for registration as manufactured home dealers are of good moral character. This rule establishes the criteria for evaluating applicants for dealer registration as to their good moral character.

(1) The manager will file a request for review of the moral character of an applicant for registration as a manufactured home dealer if –

(A) The applicant, within the ten (10) years preceding the application, has been convicted in any federal or state court of a felony relating to the acquisition or transfer of a manufactured home or any other form of property; or

(B) The applicant, within the five (5) years preceding the application, has been convicted in any federal or state court of a misdemeanor relating to the acquisition or transfer of a manufactured home or any other form of property.

(2) For the purposes of this rule, the applicants who must show good moral character include all partners of the dealership if the dealership is a partnership; all officers of the dealership if the dealership is a corporation; or all owners of the dealership if the dealership is neither a partnership nor a corporation.

(3) If the commission finds an applicant lacks good moral character as outlined in subsection (1)(A) or (1)(B) of this rule, the commission may deny the application for registration.

AUTHORITY: section 700.095, RSMo 2016. This rule originally filed as 4 CSR 240-120.120. Original rule filed Nov. 8, 1985, effective Feb. 24, 1986. Amended: Filed July 6, 2017, effective March 30, 2018. Moved to 20 CSR 4240-120.120, effective Aug. 28, 2019.*

**Original authority: 700.095, RSMo 2008.*

20 CSR 4240-120.130 Monthly Report Requirement for Registered Manufactured Home Dealers

PURPOSE: This rule outlines the information that registered manufactured home dealers must file with the Missouri Public Service Commission and the form and manner of this filing.

(1) Each person registered as a manufactured home dealer shall file a monthly sales report with the manufactured housing and modular unit program no later than the tenth of the month following the month when the sales were made.

(2) Manufactured home dealers may only use the commission's form for monthly sales reports. This form may be obtained from the Missouri Public Service Commission, PO Box 360, Jefferson City, MO 65102, or at the website http://psc.mo.gov.

(3) A report must be filed for each month or part of a month for which the person is a registered manufactured home dealer. If no sales are made in a given month, the dealer must file the usual form no later than the tenth of the following month stating no sales were made.

(4) The report must be signed by an officer of the dealership if the dealership is a corporation; by a partner of the dealership if the dealership is a partnership; or by an owner of the dealership if the dealership is neither corporation nor a partnership.

(5) The manager may reject monthly sales reports that are incomplete and require dealer's to submit corrected reports.

(6) The manager, in consultation with the commission staff director, after attempting to contact the entity and documenting consideration of potential mitigating factors, including, but not limited to, the number of similar non-compliance issues, circumstances beyond the entity's control, and the entity's responsiveness to commission requirements, may assess a late submission fee of fifty dollars ($50) against a manufactured home dealer for each monthly sales report filed sixty (60) days after the due date. The manager will track fees assessed or waived under this provision, along with any documented consideration, and compile a quarterly report summarizing such information for review by the commission.

(7) The commission may suspend the dealer's registration for any report not submitted within sixty (60) days of the due date.

(8) Failure to submit a completed monthly report within ninety (90) days of due date and/or to pay any required fees could

result in revocation of the dealer's registration under section 700.098, RSMo.

AUTHORITY: section 700.040, RSMo 2016. This rule originally filed as 4 CSR 240-120.130. Emergency rule filed Nov. 8, 1985, effective Nov. 18, 1985, expired March 18, 1986. Original rule filed Nov. 8, 1985, effective Feb. 24, 1986. Amended: Filed Sept. 5, 2000, effective April 30, 2001. Amended: Filed Aug. 15, 2013, effective March 30, 2014. Amended: Filed July 6, 2017, effective March 30, 2018. Moved to 20 CSR 4240-120.130, effective Aug. 28, 2019.*

**Original authority: 700.040, RSMo 1973, amended 1976, 1978, 1982, 1984, 1989, 1993, 1995, 1999.*

20 CSR 4240-120.140 New Manufactured Home Manufacturer's Inspection Fee

PURPOSE: This rule provides for payment of an inspection fee by manufacturers of new manufactured homes for each home delivered to dealers in the state of Missouri pursuant to section 700.040, RSMo.

(1) The commission establishes an inspection fee to be assessed on all new manufactured homes delivered or sold to dealers in the state of Missouri which shall be paid by the manufacturer of each home. Said inspection fee shall be seventy-five dollars ($75) for each home each manufacturer delivers or sells to a dealer in the state of Missouri.

(2) Manufacturers of new manufactured homes shall remit to the manager on a monthly basis an amount that equals the number of new manufactured homes delivered or sold to dealers in the state of Missouri, multiplied by seventy-five dollars ($75). Each manufacturer shall submit said fee with any monthly delivery reports, or other filing, or documentation as may be required by the commission. Said fee shall be received no later than the twentieth day following the month in which new manufactured homes were delivered or sold to dealers in the state of Missouri.

(3) The commission may suspend the manufacturer's certificate of registration for failure to pay the inspection fee within thirty (30) days of the prescribed due date.

(4) The following situations constitute grounds for the denial, revocation, or placing on probation of a manufacturer's certificate of registration:

(A) Failure to pay the inspection fee by the prescribed due date for two (2) consecutive months; or

(B) Failure to pay the inspection fee by the prescribed due date for any four (4) of the preceding twelve (12) months.

(5) The manager shall submit to the commission any written request for a waiver of fees identified in this section, and the commission may grant such a waiver for good cause shown.

(6) The manager shall deliver copies of the commission's order establishing the new manufactured home manufacturer's inspection fee to all existing registered manufacturers. The manager shall also deliver a copy of the commission's order establishing the fee with each approved certificate of manufacturer registration.

AUTHORITY: sections 700.040 and 700.115, RSMo 2016. This rule originally filed as 4 CSR 240-120.140. Emergency rule filed Jan. 24, 2003, effective Feb. 3, 2003, expired Aug. 1, 2003. Original rule filed Feb. 27, 2003, effective July 30, 2003. Amended: Filed July 6, 2017, effective March 30, 2018. Moved to 20 CSR 4240-120.140, effective Aug. 28, 2019. Amended: Filed July 29, 2021, effective Feb. 28, 2022.*

**Original authority: 700.040, RSMo 1973, amended 1976, 1978, 1982, 1984, 1989, 1993, 1995, 1999, and 700.115, RSMo 1976, amended 1978, 1982, 1984, 1995, 2008.*