



SC Record Keeping Requirements for MH Retailers

South Carolina law requires that manufactured home retailers maintain certain records. Inspectors from the SC Manufactured Housing Board do occasionally audit retailers to see if the proper records are present.

Below is a list of the records you should be maintaining in your files.

Sales Records: “A record of the purchase, sale or exchange, or receipt for the purpose of sale, of any manufactured home, including the following documents:”

- (1) A Copy of Purchase Agreement;
- (2) Contract of Sale;
- (3) Closing statement, including the purchase price, all funds paid and to be paid by the Consumer, receipt and disposition of all other funds relevant to the sales transaction, except those funds related to sales commissions and profit by the dealer; *S.C. Reg. 79-13 and S.C. Reg. 79-15.*

Description and Serial Number: “The description of each such manufactured home, including the serial number and such other numbers or identification marks as may be thereon, and a statement that a number has been obliterated, defaced, or changed, if such fact is apparent.” *S.C. Reg. 79-13(2)*

Installation Waiver: “A waiver signed by the consumer if the consumer elects **not** to contract with a retail dealer for the installation and anchoring services.” *S.C. Reg. 79-14(D)*

Zoning Certification Form: A form signed by the buyer certifying that the manufactured home meets the proper zoning requirements for the property where it is being placed.

Septic and Well Certification Form: DHEC form certifying that the property where the home is being placed meets DHEC requirements for a septic tank and well, if the home will be served by a septic tank or well.

Installation Certification Form: Form certifying the home has been installed to SC installation requirements for manufactured homes

Wheel, Axle and Hitch Disclosure: A disclosure form signed by the buyer acknowledging the disposition of the hitches, wheels and axles.

Warranty Notice: A notice that if the home is moved during the initial warranty period, that the warranty does not cover any damage or defects caused by the move.

Record of Funds Received: ‘A retail dealer shall maintain in the retail dealer office a complete record of all monies received as a result of the sale or offer of sale of a manufactured home including:

- the amount of deposit/down payment;
- from whom the money was received;
- date or dates of receipt;
- date of deposit;
- make and serial number of manufactured home involved in the transaction; and
- when a transaction has been completed, whether or not a manufactured home was sold, the final disposition of the monies, except those monies related to sales commissions and profit by the dealer.”

Record of Alterations: Keep a record of all corrections authorized by the manufacturer and any alterations made to a new manufactured home.

Energy Efficient Homes: Fill out form (available from MHISC) and keep for each home sold that qualifies for the \$300 energy efficiency tax incentive.

Energy Star Site Inspection Checklist: Send a copy of the Site Inspection Checklist that you send to the manufacturer.