



MANUFACTURED STRUCTURES LICENSE REPORT OF EXAMINATION

I examined the licensee at the following location: _____ Exam date: _____

Licensee name: _____ MSD#: _____

Street address: _____

City, State, ZIP: _____

I reviewed my examination findings and recommendations with the licensee. Corrections made during the examination are noted. Following are my findings on the documents examined:

Licensing and locations

1. Is the current Oregon manufactured structures dealers license displayed?..... Yes No
2. Does the licensee have branch/office locations? Yes No
3. Are all branch offices properly licensed? Yes No
4. Are addresses current with the Division of Financial Regulation?..... Yes No
5. Has there been any change in ownership or control?..... Yes No
6. a. Does the licensee sell recreational vehicles greater than 8½ feet in width? ORS 446.686(h) Yes No
b. Does the licensee have an affidavit stating it maintains an RV service facility?..... Yes No

Sales practices:

7. Does the licensee consign manufactured structures?..... Yes No
8. Does the licensee sell new manufactured structures?..... Yes No
9. Does the licensee sell used manufactured structures? Yes No
10. Is the contract a consignment? Yes No New structure? Used structure?

Buyer:

11. Concerning lock agreements:

- a. Does the file contain evidence that the seller is either a licensed MSD or the owner/interest holder of the structure? Yes No
- b. If an interest holder, does the file contain evidence of a repossession action? Yes No
- c. Does the file contain a fee/term agreement signed by the consignor? Yes No
- d. Does the agreement contain required complaint language (ORS 446.751(e))? Yes No
- e. Does the file demonstrate payment to the consignor within 10 days? Yes No
- f. Does the file or contract language clearly state how the consignor will be paid? Yes No
- g. Does the file contain the required disclosure document per 446.671(h)? Yes No
- h. Does the file clearly demonstrate that ownership documents were transferred? Yes No

Sale of new structure:

- j. Does the file contain the required disclosure statement per OAR 918-500-0040? Yes No
- k. Does the file contain evidence that ownership was transferred after sale? Yes No

Sale of used structure:

- 12. Does the file contain a record of the purchase, sale, or exchange of the dealer’s receipt for purpose of sale? Yes No
- 13. Does the file contain evidence of both the seller and owner? Yes No
- 14. Does the file contain evidence that the dealer verified ownership of the structure at the time of purchase? Yes No
- 15. Does the file demonstrate that the dealer satisfied all financial interests by the sellers within 15 days? . Yes No

Compliance with DOJ rule OAR 137-020-0550:

- 16. Does the purchase agreement include a base price? Yes No
 - a. Does the purchase agreement include an itemization of those options ordered by the buyer? Yes No
 - b. Does the purchase agreement include an itemization of the alterations and upgrades made by the dealer or by a third party? Yes No
 - c. Does the purchase agreement include an itemization of those improvements provided by the dealer? Yes No
 - d. Does the purchase agreement include the buyer’s name, phone numbers, and address? Yes No
 - e. Does the purchase agreement include the dealer’s name, dealer number, and fax number? Yes No
 - f. Does the purchase agreement include a description of the dwelling, whether it’s new or used and its floor area? Yes No
 - g. Does the purchase agreement include the delivery site? Yes No
- 17. Does the file contain the list of consumer protection agencies with a signed receipt by the borrower?... Yes No
- 18. Does the purchase agreement contain the written disclosure required by DOJ? Yes No



