

Oregon Department of Consumer & Business Services

Division of Financial Regulation

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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 8 ½ 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

Comments and recommendations

This completes my examination report.

Respectfully,

Examiner's signature: _____

Examiner's name: _____ Date: _____