

# Dealer/Contractor Application

## Title I Property Improvement and Manufactured Home Loans

**U.S. Department of Housing  
and Urban Development**  
Office of Housing  
Federal Housing Commissioner

OMB Approval No. 2502-0328  
(exp. 1/31/27)

Public reporting burden for this collection of information is estimated to average 1 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number. Comments regarding the accuracy of this burden estimate and any suggestions for reducing this burden can be sent to the Reports Management Officer, Office of Policy Development and Research, REE, Department of Housing and Urban Development, 451 7th St SW, Room 4176, Washington, DC 20410-5000. When providing comments, please refer to OMB Approval No. 2502-0328.

This information is being collected to permit more efficient risk management of the Title I loan portfolio as well as facilitate claims processing for loan defaults. The information provides a more comprehensive basis for evaluating Title I lender underwriting practices and thereby improving risk management of the loan portfolio and also enhances management's ability to determine appropriate policy changes affecting the Title I portfolio as a whole. Responses are required in order to obtain benefits. No assurance of confidentiality is provided.

**Privacy Act Statement:** The Department of Housing and Urban Development (HUD) is authorized to collect this information by Title I, section 2 of the National Housing Act (12 U.S.C. 1703), and the Housing and Community Development Act of 1987 (42 U.S.C. 3543). The information you provide will be used to assist HUD in accounting for and monitoring the use of Title I funds. HUD may conduct a computer match to verify the information you provide.

This information may be released to appropriate Federal, State, and local agencies, when relevant, and to civil, criminal, or regulatory investigators or prosecutors. However, the information will not be otherwise disclosed or released outside of HUD except as required or permitted by law. You must provide all the information requested, including the SSNs. Failure to provide any of the requested information may result in delay or rejection of your application.

**Send this completed form to each lending institution with which you expect to do Title I business.**

To (Name of Lending Institution)	<b>This application is submitted for approval in accordance with the regulations under Title I of the National Housing Act.</b>
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Dealer's Trade Name	Date Established	Type of Business	Telephone Number
Present Address			Yrs. at Present Address
Previous Address			Yrs. at Previous Address
Ownership <input type="checkbox"/> Individual <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation		No. of Salespersons	

**Employment History of Owners, Principals and Officers.** Provide five-year history for all owners, principals and/or officers. Attach separate sheets if necessary.

Name	Social Security Number	Title	
Names & Addresses of Employers for past 5 Years		Type of Business	Dates of Employment
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**Lending Institutions Financing Inventory and/or Purchasing Contracts Presently or Previously.**

Name	Address	Floor Plan	Dis-count	Present	Previous	Dates (From/To)
				<input type="checkbox"/>	<input type="checkbox"/>	
				<input type="checkbox"/>	<input type="checkbox"/>	
				<input type="checkbox"/>	<input type="checkbox"/>	

**Products or Types of Work to be Financed.** (Attach descriptive literature.)

Trade Name	Manufacturer's Name	Address

**Trade References.** (Attach any warranty or guaranty given buyers.)

Name	Sales Area	No. of Branch Offices
Address	Additional Information	
Name	Sales Area	No. of Branch Offices
Address	Additional Information	
Name	Sales Area	No. of Branch Offices
Address	Additional Information	

I (we) hereby understand that I (we) am (are) fully responsible for the Title I activity of all my (our) sales personnel, that ethical and proper selling practices will be followed, and that immediate attention will be given to all complaints involving materials, workmanship or sales representations. If complaints are not resolved to the satisfaction of the borrower, lender and HUD, the contract will be repurchased by the Dealership or its successors or assigns. I (we), the undersigned, certify under penalty of perjury that the information provided above is true and correct. I (we) understand this application remains the property of the lending institution, and if requested, will be furnished to the Department of Housing and Urban Development (HUD). I (we) also agree to give written notice within 30 days of any material change in trade name, places of business, type of ownership, type of business, or individuals who control or manage the business.

Authorized Official of Dealership (Name, Signature, & Date)

**X**

**Warning:** Anyone who knowingly submits a false claim or makes a false statement is subject to criminal and/or civil penalties, including confinement for up to 5 years, fines and civil and administrative penalties. (18 U.S.C. §§ 287, 1001, 1010, 1012, 1014; 31 U.S.C. § 3729, 3802).

**For Use of Title I Lender**

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Commercial Credit Report on Firm      | <input type="checkbox"/> References Checked   | <input type="checkbox"/> Copy of Contract Sales Agreement Received |
| <input type="checkbox"/> Consumer Credit Reports on Principals | <input type="checkbox"/> Previous Lenders Checked   | <input type="checkbox"/> Sales Literature Received                 |
| <input type="checkbox"/> Current Financial Statement           | <input type="checkbox"/> Dealer has been checked against "Limited Denial of Participation " |  |
| <input type="checkbox"/> Net Worth Checked                     |   |  |

Place of Business Inspected by (signature & title)	Date
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Remarks

This Dealer/Contractor Application has been approved after such investigation as we consider necessary to establish that the applicant is reliable, financially responsible and qualified to deliver and install satisfactorily the work or product to be financed and to provide proper service to the customer.

Approved by (signature & title)	Date
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