

Exemption Contract Requirements

A written contract between a Dealer/Distributor or Contractor licensed with the West Virginia Contractor Licensing Board and West Virginia Board of Manufactured Housing Construction and Safety and Sub-Contractor must be executed on the exemption contract form prescribed and approved, see enclosure, by the board.

An addendum may be added to a written contract after the execution date of the original contract. The addendum must make specific reference to the original contract document and be signed and dated by both the Dealer/Distributor or Contractor and the Sub-Contractor.

The **Sub-Contractor** performing the work described in the written contract will:

- **Be required** to be licensed properly with the WV Contractor Licensing Board.
- **Not be required** to obtain a license with the West Virginia Board of Manufactured Housing.
- **Not be required** to pay the assessment fee to the recovery fund.

The **Dealer/Distributor** or **Contractor** will:

- **Be responsible** for the work being performed by the Sub-Contractor.
- **Be responsible** for any payment from the recovery fund resulting from the Sub-Contractor's work.
- **Be responsible** for keeping a copy of the approved contract in the consumer's file, (which is subject to inspection).

The following West Virginia Contractor License classification is required to perform installation of a manufactured home:

Manufactured Home Installation Contractor

If you have any questions regarding the required classification to perform work on a manufactured home, please email MHBoard@wv.gov or call (304)558-7890.

Exemption Contract

This contract is between _____ and _____
Dealer or Contractor Name Sub-Contractor Name

_____ and _____
Address 1 Address 1

_____ and _____
Address 2 Address 2

_____ and _____
WV Contractor Licensing Board License # WV Contractor Licensing Board License #

_____ and _____
WV Board of Manufactured Housing License #

Note: Must be licensed properly with the WV Contractor Licensing Board before an exemption contract can be utilized.

concerning the home of _____ located _____
Consumer/s Name Address 1

_____ and _____
Address 2

The scope of work to be performed is: _____
Description of work on the manufactured home or site

The approximate starting date is: _____
Date

The total cost of the contract is: _____
Cost

I _____ agree to perform the work and be compensated as stated
Sub-Contractor Name
above.

Dealer or Contractor Signature

Date

Sub-Contractor Signature

Date

The **Sub-Contractor** performing the work described above will not be required to obtain a license with the West Virginia Board of Manufactured Housing Construction and Safety and will not be required to pay the recovery fund assessment.

The **Dealer or Contractor** using the sub-contractor will be responsible for:

1. The work being performed by the Sub-Contractor.
2. Any payment from the Recovery Fund resulting from the Sub-Contractor's work.
3. Keeping a copy of this contract and Sub-Contractor's West Virginia Contractor Licensing Board license in the consumer's file.

The following WV Contractor License classification is required to perform installation: **Manufactured Home Installation Contractor**.