AUTHENTICATED,
OHIO LEGISLATIVE SERVICE
COMMISSION
DOCUMENT #542237

Ohio Administrative Code

Rule 4781-11-16 Manufactured housing broker business establishment.

Effective: November 12, 2026

A manufactured housing broker shall have an easily recognizable established place of business and meet all of the following requirements:

(A) An established place of business that shall include an office that is permanent in nature, with office equipment and supplies that are sufficient to assist in conducting the business of brokering manufactured housing year-round. The office shall include, at minimum, a business telephone in service at all times that is generally available to the public and shall be answered in the name of the manufactured housing broker. The business telephone number shall be legible and posted in a conspicuous place in public view. A manufactured housing broker shall notify the superintendent of real estate and professional licensing in writing within fifteen days of any change in the business location, mailing address and/or telephone number.

(B) The office shall be clearly identified by a sign identifying ownership in the same name in which the application is filed, easily accessible, and open to the public a minimum of thirty hours a week, at least six of which shall occur Monday through Friday. The business hours shall be legible and posted in a conspicuous place near the entrance of the office. The office shall be kept neat and orderly at all times and shall not be used as storage or other utility area. The office shall be separate from a personal residence.

(C) The office shall include adequate electric lighting, electrical service, heating and ventilation that is sufficient, secure and safe for a retail office environment.

(D) An established place of business that is used for brokering previously owned manufactured housing shall be considered used exclusively for that purpose even though its facility is located in a manufactured home park or office complex, and even though rent and other activities related to operating a manufactured home park take place at the same location.

(E) The office shall be staffed at all posted hours by an owner, partner, officer or licensed salesperson.

(F) The entire premises, including signage, plumbing fixtures and other mechanicals, shall not be in violation of any applicable building or zoning requirements. The dealer shall provide evidence to show building and zoning requirements have been met upon request of the superintendent. Upon request of the broker, the superintendent shall consider, and may approve, reasonable variances to these requirements except for variances to the building and zoning requirements.

(G) No manufactured home broker or its agent or representative shall alter the physical conditions of the established place of business so that it is not in compliance with the requirements of Chapter 4781. of the Revised Code.