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OHIO LEGISLATIVE SERVICE
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DOCUMENT #542247

Ohio Administrative Code

Rule 4781-11-18 Record retention.

Effective: November 12, 2026

(A) A manufactured housing dealer and a manufactured housing broker will maintain the following records, electronically or by paper, of all manufactured housing purchased, leased and sold:

(1) Name and address of the previous owner;

(2) Serial number where applicable (vehicle identification number);

(3) Title number, county and state;

(4) Year and make of said manufactured housing;

(5) A purchase agreement for each manufactured housing sold that includes a description of the manufactured housing, the name, address, and phone number of the purchaser, the address where the home is to be installed, if different than the purchaser's address, the sales price, any down payment amount and the conditions upon which such down payment would be retained or released, and may include the manufactured housing dealer's or manufactured housing broker's permit number; and

(6) Lease contracts and security agreements.

(B) Every manufactured housing broker will maintain a record of all trust funds received, including escrow funds, security deposits, and other monies received by the broker in a fiduciary capacity, pursuant to section 4781.25 of the Revised Code. This record will include, but not be limited to, the following information in a manner that is legible and accessible to the division of real estate and professional licensing for inspection during normal business hours:

(1) Date funds received;

(2) Party from whom funds are received and the purpose of the funds;

(3) Amount received;

(4) Date funds are deposited in the broker's special or trust bank account;

(5) Check number and dates funds are disbursed;

(6) Party to whom funds are disbursed and purpose of the disbursement; and

(7) Any other documents necessary and sufficient to verify and explain record entries and identify the current balance in the special or trust bank account.

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(C) Records will be:

(1) Held for a period of three years unless otherwise mandated by federal regulation.

(2) Accessible during the records retention period by those holding a license granted under Chapter 4781. of the Revised Code and by any person who held a license and has since gone out of business.

(3) Available for reasonable inspection by the division during normal business hours.