



HUD Installer License Renewal Process

The process for license renewal is straightforward and does not include any fees or charges levied by HUD or SEBA Professional Services, LLC. The HUD Installer License must be renewed every three (3) years according to the expiration date listed on the license.

The first step to renewing the HUD Installer License is to successfully complete an 8-hour continuing education class, whether in person or online. A list of courses and notifications of upcoming in-person classes is available at <http://www.manufacturedhousinginstallation.com/>.

Once continuing education has been successfully completed, the installer must submit a HUD 307 Manufactured Home Installer License Application Form. At the top of this form, the renewal box must be marked and the license number and expiration date of the installer license must be provided. Section 4 does not need to be completed during renewal.

Once the HUD 307 Form is completed, it should be submitted at least 60 days in advance of expiration to allow for processing time and any necessary corrections. Your certificate of completed continuing education must be submitted with the renewal application.

Updated information regarding your commercial general liability insurance policy, surety bond and/or letter of credit may be required depending on policy expiration.

Per 24 CFR § 3286.211(b), “any person applying for a license renewal after the date the license expires must apply for a new installation license.” Therefore, if you do not complete your continuing education before your license expiration date you must re-take a 12-hour initial training course and re-apply for a new license.

Should you have any questions, please contact SEBA Professional Services, LLC at 202-552-7356 or hudinfo@sebapro.com.