

2016 Alberta Fires

Quick tips: **Retail Home Sales**

Anyone engaged in the business of selling or offering for sale manufactured homes, mobile homes or package homes must be licensed by Service Alberta.

Retail Home Sales refers to the business of selling or the offering for sale of manufactured homes, mobile homes or package homes, or any of the units or materials constituting those homes, to an individual for use as a residence.

A **manufactured home** is a home that is constructed as a pre-assembled unit or from a number of pre-assembled units at the residential site.

A **mobile home** is a portable dwelling designed to be used as a residence, is mounted on a chassis and running gear, and is capable of being transported on that chassis and running gear.

A **package home** is a home consisting of pre-cut or partially pre-assembled units that are intended for assembly at a residential site.

A Retail Home Sales Contract must contain these items:

- Date the contract was signed
- Name and address of the seller and buyer
- Total amount payable by the buyer and the conditions of payment
- Detailed description of the home, materials, appliances or fixtures to be supplied
- If the buyer is required to provide a deposit, the amount of the deposit, what it is to be used for, and when it must be returned to the buyer
- Delivery date
- Completion date, if applicable
- Year of manufacture of the home
- Name of the home's manufacturer
- Home's serial number and its Canadian Standards Association label number

A Retail Home Sales business must provide a copy of the signed contract to the buyer on or before the date the work under the contract begins or within 10 days after the buyer signs the contract, whichever occurs first.

A Retail Home Sales Contract must also have these items when direct selling (away from place of business)

Direct selling is when a business is soliciting, negotiating or concluding sales contracts in person at any place other than the seller's place of business. These contracts must include the following information:

- The salesperson's name, where applicable
- A statement of cancellation rights that must contain standardized wording about cancellation rights and be prominently displayed
- The itemized prices of the goods or services or both
- In the case of sales contracts for future delivery of goods, future provision of services or goods together with services, the delivery date for the goods, or start date for the services, or both

Service Alberta
Consumer Contact Centre

Edmonton: 780-427-4088

Toll-free in Alberta: 1-877-427-4088

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- In the case of a sales contract for the future provision of services or goods together with services, the completion date for providing the services or the goods together with the services
- Where credit is extended:
 - A statement of any security taken for payment, and
 - The credit disclosure statement required under the *Fair Trading Act*
- Where goods are taken in trade, a description of and the value of the trade-in
- The signatures of the buyer and seller

Other Requirements

The deposit paid to a licensee under a retail home sales contract is the property of the person who paid it or on whose behalf it was paid. The licensee cannot use a deposit except in accordance with the terms of the signed contract to the buyer.

Licensing Requirements for Retail Home Sellers

- Completed application form and \$120 application fee
- Security in an amount set by the Director (surety bond, cash, irrevocable Letter of Credit, term deposit). For confirmation of the amount, please contact Business Licensing at 780-422-1335
- Copy of retail home sales contract
- If direct selling (door-to-door), a copy of contract with "Buyers Right to Cancel" (10 days for any reason)

Licence Search

To find out if a retail home sales business is appropriately licensed, please check the Service Alberta website at:

<http://www.servicealberta.gov.ab.ca/find-if-business-is-licenced.cfm>

Legislation

Visit the Queen's Printer website for the **Retail Home Sales Business Licensing Regulation**

http://www.qp.alberta.ca/Laws_Online.cfm

For further information:

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