



COMMONWEALTH of VIRGINIA

Motor Vehicle Dealer Board

MEMORANDUM

To: Manufactured Home Dealers, Watercraft Trailer Dealers and Foreign (non-Virginia) Licensed Dealers

From: Kelley Smith, Executive Director, Motor Vehicle Dealer Board *KPS*

Date: January 30, 2026

Subject: Renewal of Certificate of Registration for Manufactured Home Dealers, Watercraft Trailer Dealers and Foreign Dealers

Enclosed you will find your renewal application for Certificate of Registration.

Listed below are the necessary requirements to complete your renewal application for each Dealer.

To renew your Manufactured Home Dealer Certification of Registration you must:

1. Complete all items and sign the enclosed MVDB 54
2. Include a photocopy of your valid Dealer License with the Department of Housing and Community Development (DHCD)
3. Pay the **\$75** registration fee for the annual renewal

To renew your Watercraft Trailer Dealer License you must:

1. Complete all items and sign the enclosed MVDB 54 and if applicable the MVDB 9 for Dealer plates
2. Include a photocopy of your valid Dealer License with the Department of Wildlife Resources (DWR)
3. Pay the **\$75** registration fee for the annual renewal and dealer plates fees as indicated on the enclosed invoice
4. Pay the \$60 MVTRF fee (Transaction Recovery Fee)

To renew your Foreign Dealer Certificate of Registration you must:

1. Complete and sign the enclosed MVDB 52 renewal application
2. Include a photocopy of your valid Dealer License in the state where licensed.
3. Pay an annual **\$100** registration fee.
4. Pay the **\$60** MVTRF fee (Transaction Recovery Fund Fee)

Please mail your completed application, copies of your valid dealer's license and the applicable renewal fees to MVDB, 2201 West Broad Street, Suite 104, Richmond, Virginia 23220, postmarked prior to the expiration date of your current registration. If you have any questions, please call the Motor Vehicle Dealer Board at (804) 367-1100, or e-mail dboard@mvdb.virginia.gov.