

# HUD-Administered Manufactured Home Installation Program



## *Program Information and Documents*

Office of Manufactured Housing Programs  
Office of Risk Management and Regulatory Affairs  
U.S. Department of Housing and Urban Development  
451 7th Street, SW  
Washington, DC 20410

*Prepared by*

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1325 G Street, NW Ste. 500  
Washington, DC 20005



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Management Consultants and  
Financial Advisors

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## *Introduction*

The Office of Manufactured Housing Programs with the U.S. Department of Housing and Urban Development (HUD), is pleased to announce the launch of the Model Manufactured Home Installation Standards Program in HUD-administered states. This program is pursuant to the National Manufactured Housing Construction and Safety Standards Act of 1974, as amended by the Manufactured Housing Improvement Act of 2000 (42 U.S.C. 5401 et seq.).

This document provides all of the information and forms needed to ensure adherence to the above regulations. Industry members are encouraged to read the entire document to gain comprehensive knowledge of program requirements and initiatives.

The following are the HUD-Administered States:

Alaska	Maryland	New Jersey	Wyoming
Connecticut	Massachusetts	Rhode Island	
Hawaii	Montana	South Dakota	
Illinois	Nebraska	Vermont	

Copies of the Manufactured Housing Installation Program Regulations can be found at:

<http://www.ecfr.gov/cgi-bin/text-idx?SID=a2c5655a37054c584f7dd6a0ed240fb8&node=pt24.5.3286&rgn=div5>

Please visit the manufactured home installation website at

<http://www.manufacturedhousinginstallation.com/>

## ***Program Implementation***

The Manufactured Home Installation Program is being implemented in all 13 HUD-Administered states in 4 phases. The program will be fully implemented in all states by June 2016. Please see below the implementation timeline for all 4 phases, noting important licensing dates and deadlines.

### **Phase 1 – Maryland**

Program Rollout – July 14, 2015

Installer Licensing and Program Compliance Deadline – November 1, 2015

### **Phase 2 – Nebraska**

Program Rollout – September 1, 2015

Installer Licensing and Program Compliance Deadline – December 1, 2015

### **Phase 3 – Eastern States**

Included States – Connecticut, Massachusetts, New Jersey, Rhode Island and Vermont

Program Rollout – December 1, 2015

Installer Licensing and Program Compliance Deadline – May 1, 2016

### **Phase 4 – Western States**

Included States – Alaska, Hawaii, Illinois, Montana, South Dakota and Wyoming

Program Rollout – January 1, 2016

Installer Licensing and Program Compliance Deadline – June 1, 2016

## *Installers*

The following outlines the steps and requirements needed to become a HUD Manufactured Home Licensed Installer.

**Note: All installers in HUD-Administered states must be licensed by the deadline date noted on page 4.**

### **Licensing and Experience Requirements**

In order to become a licensed manufactured home installer in a HUD-administered state, you must take and pass an approved training course. Approved training courses include a minimum of **12 hours in total duration, with 4 hours focusing on regulation and 8 hours on installation.** The delivery and cost of these courses vary. Information on available courses can be found in the “Training Options” portion of the document (Page 9).

All information on installer licensing can be found in 24 CFR 3286 Subpart C – *Installer Licensed in HUD-Administered States*

Per 3286.205 – *Prerequisites for installation license*, additional requirements include meeting minimum experience and/or education standards. The applicant must have **one** of the following:

- 1,800 hours of experience in installing manufactured homes
- 3,600 hours as a supervisor in the building construction industry
- 1,800 hours as an active manufactured home installation inspector
- Completion of a one-year college educational program in a construction-related field, or
- A combination of experience and education that equals 3,600 hours of the above

When completing the application, the applicant must attach proof in **one or more** of the following forms:

- Copies of transcripts or completion certificate from a one-year college educational program in a construction-related field
- Statements of experience by past or present employers, or
- Self-certification application verification or statement.

### **Guidance on Bond and Insurance**

24 CFR 3286.205 states that an installer can hold either a surety bond or maintain insurance coverage. HUD has determined that installers can choose to have any **one** of the following options to meet this requirement:

1. Surety Bond Only
2. Insurance Only
3. Irrevocable Letter of Credit Only
4. Combination of Surety Bond and Insurance
5. Combination of Irrevocable Letter of Credit and Insurance

The requirements for each of the different coverage options are explained in more detail below.

1. **Bond Only Coverage:** If an installer chooses to have bond-only coverage, the bond must be sufficient to replace the home. The minimum amount of coverage required is \$100,000.
2. **Insurance Only Coverage:** If the installer chooses to have insurance-only coverage, the insurance requirements are:
  - A \$250,000 insurance policy that will cover all warranty issues with no deductible for one year after any installations.
  - The insurance policy must be paid in full for a minimum of one year.
  - The policy must stay in force the entire time the installer's license is valid.
  - The insurance will need to be renewed 60 days before the policy expires to ensure that there is continuous coverage.
  - The insurance will have to cover damages in small amounts with no deductible for warranty items and general liability items.
  - Determination of liability will be at the discretion of the Office of Manufactured Housing Programs.
3. **Irrevocable Letter of Credit:** If an installer chooses to have an irrevocable letter of credit only, the amount of credit must be sufficient to replace the home. The minimum amount required is \$100,000.
4. **Combination of Bond and Insurance Coverage:** Installers choosing this coverage must have both a minimum \$250,000 general liability insurance policy with HUD listed as a certificate holder and a \$10,000 bond.
5. **Combination of Irrevocable Letter of Credit and Insurance Coverage:** Installers choosing this coverage must have both a minimum \$250,000 general liability insurance policy and a \$10,000 irrevocable letter of credit.

We recommend option #4 as it provides the most comprehensive coverage at the lowest cost.

For all insurance policies HUD must be listed as an additional insured. Additional insured information is below.

HUD  
Administrator, Office of Manufactured Housing Programs  
451 7th Street SW, Room 9168  
Washington, DC 20410

A sample bond form is available at [www.manufacturedhousinginstallation.com](http://www.manufacturedhousinginstallation.com) or can be found in the appendices of this document.

## HUD Form 307

The Manufactured Housing Installation Programs Regulations 24 CFR Chapter XX Part 3286 Section 207 requires that a manufactured home installer, who installs homes in HUD-Administered installation state, must submit a **HUD Form 307** to HUD (via SEBA) to apply for an initial or renewed installation license. See the appendices for a copy of the form or go to:

[www.manufacturedhousinginstallation.com](http://www.manufacturedhousinginstallation.com).

The application should be submitted to HUD via the Contractor: SEBA Professional Services, LLC, at [hudinfo@sebapro.com](mailto:hudinfo@sebapro.com).

## License Notification


The applicant will be notified via email of their license determination (approved/unapproved), or if additional information is needed. You will receive this notice within **30 days** of the application submission date. Installers who are approved will receive a copy of their HUD-issued license via email and mail at the time of their approval. Those who are asked to submit updated or missing documents will have **60 days** from the additional information request to submit the required information. Failure to do so will result in the denial of the application. Any applications that are not approved will receive a letter outlining the reason for the denial. All denial letters will include remediation options when available.

## License Expiration and Renewal

The HUD Manufactured Home Installation License is valid for **3 years from the date of issuance**. To renew the license, **8 hours of continuing education during the 3-year license period is required**, in any particular subject area that may be required by HUD to be covered in order to assure adequate understanding of installation requirements. Information on continuing education options will be emailed to the address provided on the application. An email notification will be sent **6 months prior to the license expiration date with the required steps for keeping the license active**. However, it is the installer's responsibility to track the license expiration date and take the required steps to keeping an active license if desired. If the license expires, the installer must maintain the enforced insurance and bond requirements for a minimum of one year past the license expiration date. The request for renewal must be submitted at least **60 days** before the license expires.

## Installers License

See below a sample of the HUD Manufactured Home Installer License:

<b>HUD</b>	
<b>LICENSED MANUFACTURED HOME INSTALLER</b>	
<small>Company Name</small>	<b>Office of Manufactured Housing Programs</b>
<small>Licensee</small>	<b>Julián Castro</b>
<small>License Number</small>	<b>IL20150001</b>
<small>Address</small>	<b>451 7th Street S.W., Washington, DC 20410</b> 
<small>Date of Expiration</small>	<b>12/31/2018</b>

## Reciprocity

Individuals who receive a HUD Manufactured Home Installer License will be able to install homes in any other state or territory that has a federally administered program. All current HUD-Administered states can be found on page 3 of this document.

## HUD Form 309

Installers must submit the **HUD 309** Manufactured Home Inspection Form to HUD (via SEBA) after having it signed by a qualified inspector. See a copy of the form in the appendices or go to: [http://portal.hud.gov/hudportal/HUD?src=/program\\_offices/housing/rmra/mhs/mhif](http://portal.hud.gov/hudportal/HUD?src=/program_offices/housing/rmra/mhs/mhif).

Installers must retain their copy of HUD 309 along with a copy of other installation paperwork per 24 CFR 3286.413 for a minimum of 3 years. If another party has paid for installation work they should also receive a copy of the signed installation certification.

## Permits

After the licensing and inspection deadline in your state (see page 4), permitting offices and inspectors cannot issue occupancy permits for homes that have not been installed by a licensed manufactured home installer. This is regardless of when the permit for the home was issued and when the installation started.

Pursuant to HUD's regulations, the issuance of the certificate of occupancy by a local jurisdiction is to occur in connection with the installation of the manufactured home by a licensed installer. See 24 CFR § 3286.115. The issuance of a certificate of occupancy on a manufactured home purporting to be installed by an unlicensed installer would be inconsistent with Federal Regulations. Unless properly installed by a licensed manufactured home installer, the manufactured home will not be deemed "installed" in accordance with HUD's regulations. See 24 CFR § 3286.115 (defining the "date of installation" as the date the licensed installer has certified that all required inspections have been completed, all utilities are connected, and the manufactured home is ready for occupancy as established, if applicable, by a certificate of occupancy...").



## *Installer Training Options*

In order to become a licensed installer, an applicant must take and pass one of the below courses. **All of the below courses are federally approved programs.** Additional dates for future training sessions will be published on the manufactured housing installation website.

### **Manufactured Housing Resources (presented by George Porter):**

- This in-person training can be sponsored by any state, government or entity wishing to provide installer training.
- Visit <http://www.george-porter.com/> for more information

### **Pennsylvania Manufactured Housing Program & Basic Installer Training**

- Location: Varies
- Cost: \$200
- Registration: <http://www.newpa.com/mh>

### **Manufactured Home Installation Online Training by MHEI:**

- Date(s): Currently available online
- Location: [www.installation.myicourse.com](http://www.installation.myicourse.com)
- Cost: \$250
- Registration: Online same-day

### **The Industrialized Housing Institute Training by Patrick Lewis**

This in-person training can be sponsored by any state, government or entity wishing to provide installer training.

- Cost: Varies depending on location and number of students. Call for a price quote.
- Contact:

Email: [pd.lewis@ymail.com](mailto:pd.lewis@ymail.com)

Cell Phone: 503-871-5732

Office Phone: 503-874-1507

## *Becoming a Trainer or Certifying a Program*

### **Certification Requirements**

The Manufactured Housing Installation Program Regulations 24 CFR Chapter XX Part 3286 Section 307 requires an individual, firm or organization who provides installation training to manufactured home installers in HUD-administered states, to provide qualification information to the Department.

For a **program** to become certified, the curriculum must meet the following requirements:

- Be a minimum of 12 hours of training, with at least 4 hours consisting of training on the federal installation standards in part 3285 as well as the installation program regulations.
- The curriculum must include, at a minimum, training in the following areas:
  - An overview of the Act and the general regulatory structure of the HUD manufactured housing program;
  - An overview of the manufactured home installation standards and regulations established in parts 3285 and 3286, and specific instruction including:
    - Pre-installation considerations
    - Site preparation
    - Foundations
    - Anchorage against wind
    - Optional features including comfort cooling systems
    - Ductwork and plumbing and fuel supply systems
    - Electrical systems
    - Exterior and interior close-up work
    - Overview of the construction and safety standards and regulations found in parts 3280 and 3282 of this chapter
    - Licensing requirements applicable to installers
    - Installer responsibilities for correction of improper installation, including installer obligations under applicable state and HUD manufactured housing dispute resolution programs
    - Inspection requirements and procedures
    - Problem-reporting mechanisms
    - Operational checks and adjustments.

For an **individual** to become a certified trainer, they must be training under a qualified program and have a minimum of **3,600** hours of experience in one or more of the following areas:

- As a supervisor of manufactured home installations;
- As a supervisor in the building construction industry;
- In design work related to the building construction industry; or
- Has completed a 2-year educational program in a construction-related field.

## **HUD Form 308**

An individual, firm or organization must complete and submit the Manufactured Home Installation Trainer Registration Application, HUD 308, if they would like to certify a training program and/or trainer. The HUD Form 308 may be completed for either a training program, an individual trainer wishing to teach under a certified program, or both. The form may be found at:

[www.manufacturedhousinginstallation.com](http://www.manufacturedhousinginstallation.com).

To have the training program curriculum evaluated by HUD, applicants should submit a breakdown of their curriculum by hour and topic, along with all supplemental materials (presentations, handouts, etc.).

The application can be submitted to HUD via the Contractor, SEBA Professional Services, LLC. at [hudinfo@sebapro.com](mailto:hudinfo@sebapro.com).

## *Inspections*

### **Obtaining Inspections**

It is the responsibility of the retailer or installer to arrange for an inspection at least **10 days** prior to the completion of the installation per 3286.409.

### **Who May Perform Inspections**

Per §3286.511, inspections of manufactured home installations must be completed by an individual who meets at least one of the following qualifications:

- Is a manufactured home or residential building inspector employed by the local authority having jurisdiction over the site of the home, provided that the jurisdiction has a residential code enforcement program
- Is a professional engineer
- Is a registered architect
- Is a HUD-accepted Production Inspection Primary Inspection Agency (IPIA) or a Design Approval Primary Inspection Agency (DAPIA)
- Is an International Code Council certified inspector

Inspectors must also be independent of the manufacturer, the retailer, the installer, and any other person that has a monetary interest, other than the collection of an inspection fee, in the completion of the sale of the home to the purchaser.

### **HUD Form 309**

The HUD 309 is used to verify the completion of the inspection by a qualified inspector. All copies of the completed and signed HUD 309 form are to be kept by the installer, dealer and homeowner in their files for the house set. See in the appendices a copy of the form or go to:

[http://portal.hud.gov/hudportal/HUD?src=/program\\_offices/housing/rmra/mhs/mhif](http://portal.hud.gov/hudportal/HUD?src=/program_offices/housing/rmra/mhs/mhif)

The form can be submitted to HUD via the Contractor, SEBA Professional Services, LLC, at [hudinfo@sebapro.com](mailto:hudinfo@sebapro.com).

Installers must retain their copy of HUD 309 along with a copy of other installation paper work per 24 CFR 3286.413 for a minimum of 3 years. Installers must also give a copy to the retailer and the purchaser/lessee. If another party has paid for installation work they should also receive a copy of the signed installation certification.

## ***Retailers***

Please visit <http://www.manufacturedhousinginstallation.com/retailers> for comprehensive information on retailer responsibilities.

### **Tracking information**

Per 24 CFR 3286.113, within 30 days from the time a purchaser or lessee enters into a contract to purchase or lease a manufactured home, the retailer or distributor of the home must provide HUD with the following information:

- The home's serial number and manufacturer's certification label number
- The name and address of the retailer or distributor that is selling or leasing the home
- The state and address where the home is to be located, and, if known, the name of the local jurisdiction
- The name of the purchaser or lessee

*Installation information.* Within 30 days from the date of installation, the retailer or distributor of the home must provide HUD with the following information:

- The name, address, telephone number, and license number of the licensed installer
- The date of installer certification of completion of the installation
- The date a qualified inspector verified the installation as being in compliance with the requirements of this part
- The name, address, and telephone number of the qualified inspector who performed the inspection of the installation as required by §3286.109.

### **HUD Form 305 and 306**

To submit this information, the retailer and distributor must complete and submit a HUD 305 which identifies the home and home purchaser's information and a HUD 306 that identifies the installer's and inspector's information. Both of these forms can be found in the appendices or at: [www.manufacturedhousinginstallation.com](http://www.manufacturedhousinginstallation.com) and can be submitted to HUD (via SEBA). Electronic submission is available on the installation website.

### **Consumer Disclosures**

Per 3286.7 (b), prior to the execution of the sales contract to purchase or agreement to lease a manufactured home that will be set in a HUD-Administered state, the retailer must provide the purchaser or lessee with a consumer disclosure.

This disclosure will be created by the retailer and must be in a document separate from the sales or lease agreement.

A sample of the consumer disclosure is available by request to SEBA or at [www.manufacturedhousinginstallation.com](http://www.manufacturedhousinginstallation.com). This sample can be used as a template when creating your consumer disclosure.

## ***SEBA Contact Information***

Email:           hudinfo@sebapro.com

Website:       www.manufacturedhousinginstallation.com

Phone:         202-552-7356

Facsimile:     1-202-379-3340

Mail:  
Office of Manufactured Housing Installation Programs  
C/O SEBA Professional Services, LLC.  
1325 G Street, NW Suite 500  
Washington, DC 20005

## ***Appendices***

HUD 305

HUD 306

HUD 307

HUD 309

Sample Bond Form

Sample Consumer Disclosure







The Manufactured Housing Installation Program Regulations 24 CFR Chapter XX Part 3286 Section 207 requires that HUD-licensed installers apply for an initial or renewed installation license by submitting certain information as required by the Regulations. The information collected here will be used to evaluate applicants and issue or deny licensure based on the information provided. Public reporting burden for this collection is estimated to average 2.5 hours per response including the time for reviewing the instructions, gathering and maintaining the data as needed, and completing and reviewing the collection of information. Response to the information collection is mandatory. This agency may not collect this information, and you are not required to complete this form, unless the form displays a currently valid OMB control number.

Date of Application (mm/dd/yyyy)	Application (please check one): <input type="checkbox"/> Initial License Application <input type="checkbox"/> License Renewal Application	If renewal, provide HUD-license number and expiration date
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**Section 1 - Applicant Personal Information**

To be completed by all applicants

Legal Name of Applicant (Last, First, Middle Initial)			
Applicant Date of Birth (mm/dd/yyyy)			
Street Address (P.O. Box is not acceptable)	City	State	Zip Code
Home Phone Number with area code			

**Section 2 - Applicant Business Information**

To be completed by all applicants

Name of Business Affiliation			
Street Address (P.O. Box is not acceptable)	City	State	Zip Code
Business Phone Number with area code (###.###.####)			

**Section 3 - Required Training for Initial License or Continuing Education for License Renewal**

To be completed by all applicants (use additional sheets as necessary)

Name of HUD-Registered Trainer or Provider of Continuing Education	Brief Description of course content	Date of Training or Continuing Education	Hours Completed (attach completion certificates for all courses)

## Section 4 - Successful Completion of HUD-administered or HUD-approved Installer Test

To be completed by applicants for initial license only

Date of Test (mm/dd/yyyy)	Test Administrator	Test Location (City, State)	Test Score (attach copy of test score record)

## Section 5 - Proof of Surety Bond or Insurance

To be completed by all applicants

Name of Insured Person/Company	Insurance Carrier	Policy/Binder Number	Amount Covered	Policy Expiration Date (mm/dd/yyyy)

## Section 6 - Required Experience

To be completed by all applicants

If the applicant retains State certification(s) or license(s) to perform installation work in a State with a qualifying program, please check here to request a waiver for proof of experience requirements and provide a copy of the current State certification(s) or license(s).

Waiver Requested (proceed to Section 7))

### Areas of Experience (check all that apply)

- 1,800 hours of manufactured home installation     
  3,600 hours of manufactured home construction     
  1 year of college education per §3286.205  
 1,800 hours of installation inspection work     
  3,600 hours of building construction supervision     
  Combination totalling 3,600 hours

### Verification of Required Experience (please check one)

- By checking this box, I self certify that my experience meets the minimum requirements indicated above.  
 I am attaching statements of experience verification by past and/or present employers demonstrating experience in the areas indicated above.

## Section 7 - Other Installation Certifications or Licenses

To be completed by all applicants (please check one)

I DO NOT retain State certification or license to perform installation work (Proceed to Section

I DO retain State certification(s) or license(s) to perform installation work (Complete information in the following

### State Certification/License Information (use additional sheets as necessary)

State of Issuance	License/Certification Number	Current or Expired (check one box)	Suspended, Revoked or Denied (check yes or no)	Explanation if Suspended, Revoked, or Denied
		<input type="checkbox"/> Current <input type="checkbox"/> Expired	<input type="checkbox"/> Yes (Provide explanation) <input type="checkbox"/> No	
		<input type="checkbox"/> Current <input type="checkbox"/> Expired	<input type="checkbox"/> Yes (Provide explanation) <input type="checkbox"/> No	
		<input type="checkbox"/> Current <input type="checkbox"/> Expired	<input type="checkbox"/> Yes (Provide explanation) <input type="checkbox"/> No	

## Section 8 - Certification of Information Provided in Application

By signing below, I certify that:

The information provided in this application is complete, accurate, and current as of the \_\_\_\_\_ day of \_\_\_\_\_ (month), \_\_\_\_\_ (year). I understand any license issued for this application is not transferable and is subject to suspension or revocation in accordance with the regulation in 24 CFR part 3286. I agree to submit any changes affecting sections 1, 2, or 5 of this application to HUD within 30 days of a change.

Applicant Signature

Print Name

**HUD Manufactured Home  
Installation Certification  
And Verification Report**

**U.S. Department of Housing and Urban Development  
Office of Manufactured Housing Programs**

OMB Approval No. 2502-0578  
Expires 04/30/2018

The Manufactured Housing Installation Program Regulations 24 CFR Chapter XX Part 3286 Sections 111 and 411 require the licensed installer certify that the manufactured home has been installed and inspected in accordance with the regulations. The Manufactured Housing Installation Program Regulations 24 CFR Chapter XX Part 3286 Subpart F requires a qualified inspector verify that the manufactured home has been installed in accordance with the requirements of Part 3286 and Part 3285. The information collected here will ensure that the licensed installers and qualified inspectors inspect the minimum elements for compliance. The public record burden for the collection of information is estimated to average 3.5 hours per response including the time to review instructions, search existing data sources, gather and maintain the data needed, and complete and review the collected information. Response to this information is mandatory. This agency may not collect this information, and you are not required to complete this form, unless the form displays a currently valid OMB control number.

Certification Label Number(s) (include all zeros and agency prefix)	Manufacturer's Serial Number(s) (include all letters and numbers)	_____ (Installer Name)	_____ (HUD License No.)
_____ (Homeowner Name)	_____ (State)	_____ (Inspector Name)	_____ (State)
_____ (Street Address)	_____ (City)	_____ (Zip)	_____ (Steer Address)
			_____ (Phone)

**1. Initial Inspection**

Inspection Item	Inspector Verification			Installer Certification		
	<input type="checkbox"/> Pass	<input type="checkbox"/> Fail	<input type="checkbox"/> N/A	<input type="checkbox"/> Pass	<input type="checkbox"/> Fail	<input type="checkbox"/> N/A
Site location with respect to home design and construction	<input type="checkbox"/> Pass	<input type="checkbox"/> Fail	<input type="checkbox"/> N/A	<input type="checkbox"/> Pass	<input type="checkbox"/> Fail	<input type="checkbox"/> N/A
Consideration of site specific conditions	<input type="checkbox"/> Pass	<input type="checkbox"/> Fail	<input type="checkbox"/> N/A	<input type="checkbox"/> Pass	<input type="checkbox"/> Fail	<input type="checkbox"/> N/A
24 CFR 3285 Subpart C - Site preparation and grading for drainage	<input type="checkbox"/> Pass	<input type="checkbox"/> Fail	<input type="checkbox"/> N/A	<input type="checkbox"/> Pass	<input type="checkbox"/> Fail	<input type="checkbox"/> N/A
24 CFR 3285 Subpart D - Foundation construction	<input type="checkbox"/> Pass	<input type="checkbox"/> Fail	<input type="checkbox"/> N/A	<input type="checkbox"/> Pass	<input type="checkbox"/> Fail	<input type="checkbox"/> N/A
24 CFR 3285 Subpart E - Anchorage	<input type="checkbox"/> Pass	<input type="checkbox"/> Fail	<input type="checkbox"/> N/A	<input type="checkbox"/> Pass	<input type="checkbox"/> Fail	<input type="checkbox"/> N/A
24 CFR 3285 Subpart F - Optional features (Skirting, etc.)	<input type="checkbox"/> Pass	<input type="checkbox"/> Fail	<input type="checkbox"/> N/A	<input type="checkbox"/> Pass	<input type="checkbox"/> Fail	<input type="checkbox"/> N/A
24 CFR 3285 Subpart G - Completion of ductwork, plumbing, and fuel supply systems	<input type="checkbox"/> Pass	<input type="checkbox"/> Fail	<input type="checkbox"/> N/A	<input type="checkbox"/> Pass	<input type="checkbox"/> Fail	<input type="checkbox"/> N/A
24 CFR 3285 Subpart H - Completion of electrical systems	<input type="checkbox"/> Pass	<input type="checkbox"/> Fail	<input type="checkbox"/> N/A	<input type="checkbox"/> Pass	<input type="checkbox"/> Fail	<input type="checkbox"/> N/A
24 CFR 3285 Subpart I - Exterior and interior close-up	<input type="checkbox"/> Pass	<input type="checkbox"/> Fail	<input type="checkbox"/> N/A	<input type="checkbox"/> Pass	<input type="checkbox"/> Fail	<input type="checkbox"/> N/A
Completion of operational checks and adjustments	<input type="checkbox"/> Pass	<input type="checkbox"/> Fail	<input type="checkbox"/> N/A	<input type="checkbox"/> Pass	<input type="checkbox"/> Fail	<input type="checkbox"/> N/A

**2. Reinspection of Home** (To be completed and initialed by the inspector)

If the inspector discovers that any item during the Initial Inspection fails to comply with the manufacturer's installation instructions or with an installation design and instructions that have been certified by a professional engineer or registered architect, the installation must be reinspected after the installation is corrected.

Describe the work performed following the initial inspection and if the reinspected item(s) are in compliance. Attach additional sheet(s) if necessary.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**3. Inspector Verification**

I hereby certify, in accordance with 24 CFR § 3286.507, that the manufactured home identified above has been installed in accordance with an installation design and instructions that have been provided by the manufacturer and approved by the DAPIA or an installation design and instructions that have been prepared and certified by a professional engineer or registered architect that have been approved by the manufacturer and the DAPIA as providing a level of protection for residents of the home that equals or exceeds the protection provided by the federal installation standards in part 3285 of this chapter. It is a crime to knowingly make false statements and/or certifications in any matter within the jurisdiction of the United States such as the certification on this or any similar form. Penalties upon conviction can include a fine and imprisonment. See 18 U.S. Code Section 1001.

\_\_\_\_\_  
Inspector Signature

\_\_\_\_\_  
(Date)

**4. Installer Certification**

I hereby certify, in accordance with 24 CFR §§ 3286.111 and 3286.411, that the manufactured home identified above has been installed in accordance with an installation design and instructions that have been provided by the manufacturer and approved by the DAPIA or an installation design and instructions that have been prepared and certified by a professional engineer or registered architect that have been approved by the manufacturer and the DAPIA as providing a level of protection for residents of the home that equals or exceeds the protection provided by the federal installation standards in part 3285 of this chapter. It is a crime to knowingly make false statements and/or certifications in any matter within the jurisdiction of the United States such as the certification on this or any similar form. Penalties upon conviction can include a fine and imprisonment. See 18 U.S. Code Section 1001.

\_\_\_\_\_  
Installer Signature

\_\_\_\_\_  
(Date)

Distribution:

- Installer
- Retailer
- Purchaser

THIS MODEL DOCUMENT PROVIDES LANGUAGE THAT MAY BE USED TO REMAIN CONSISTENT WITH THE APPLICABLE MANUFACTURED HOUSING STATUTES AND REGULATIONS.

MANUFACTURED HOUSING COMMISSION MODEL LICENSE/PERMIT BOND

Bond # \_\_\_\_\_

I/We \_\_\_\_\_, to be licensed as a manufactured home installer (Name of Owner, Partner, or Corporate Officer as "Principal") Manufacturer ( ) Retailer ( ) or Installer ( ), doing business as \_\_\_\_\_ (Assumed or Corporate Name) at \_\_\_\_\_, \_\_\_\_\_ (Street Address or Mailing Address, if Different) (Telephone Number) and \_\_\_\_\_ of \_\_\_\_\_ (Surety Company Name) (Surety Company Address)

a business duly licensed to transact a surety business in the State of \_\_\_\_\_, does provide this Bond in the aggregate penal sum of an amount that will cover the cost of repairing all damage to the home and its supports caused by the installer during the installation up to and including replacement of the home, but, in no case shall such amount be less than \$ \_\_\_\_\_ dollars as surety for the purpose of consumer protection and to enable the Principal to obtain or renew an annual license/certification from the U.S. Department of Housing and Urban Development (HUD), Office of Manufactured Housing Programs, as Obligee. This bond shall be open to successive claims up to the face value of the Bond. Provided, however, that the penalty of the bond may not be cumulative from year to year, and the total liability of the surety shall in no event exceed the bond amount regardless of the number of years the bond is in force.

We do hereby jointly, severally bind ourselves, our heirs, legal representatives, successors, and assigns firmly to provide surety to designated consumers as directed by the Administrator of the Office of Manufactured Housing Programs in writing.

WHEREAS, the original Bond shall be provided to the U.S. Department of Housing and Urban Development (HUD), Office of Manufactured Housing Programs by the Principal before a license is issued to the Principal.

WHEREAS, if the Principal and all of its agents and employees shall faithfully and honestly perform all of their obligations in accordance with the laws, rules, and regulations governing manufactured homes (mobile homes) during the period covered by this Bond, this obligation shall be null and void. Otherwise, it shall remain in full force and effect.

NOW, THEREFORE, any consumer/homeowner who owns a manufactured home in a state in which HUD acts as the administrator for the installation program per 24 CFR 3286.5, who sustains loss or damage by reason of any act or omission covered by this Bond may, in addition to any other remedy, bring a claim on this Bond for the recovery of damages sustained by said consumer/homeowner, for an installation that fails to comply with National Manufactured Housing Construction and Safety Standards found in 24 CFR parts 3280 (Manufactured Home Construction and Safety Standards), 3282 (Manufactured Home Procedural and Enforcement Regulations), 3285 (Model Manufactured Home Installation Standards), and 3286 (Manufactured Home Installation Program). Said claim must be brought before said Obligee, who may validate the claim and determine the amount of loss or damage, if any, sustained by the consumer/homeowner. Upon determination of loss or damage, the Obligee may make a claim, to include reasonable administrative costs, against the Bond up to the penal sum of the Bond. It is further provided that upon any demand or claim against the bond the Surety shall give notice to the Administrator of the Office of Manufactured Housing Programs by registered mail of any such demand or claim and of any judgment, recovery, or settlement made prior to the payment thereof. The Surety Company must provide written notice, by certified mail, at least sixty (60) days prior to the cancellation, termination, or change of this Bond to the Administrator, Office of Manufactured Housing Programs, U.S. Department of Housing and Urban Development, 451 7th Street SW, Rm. 9168, Washington DC, 20410. The Obligee may bring a claim against this Bond for any liabilities accrued while the Bond was in force, for up to twelve (12) months after the Bond has been terminated or cancelled.

IN WITNESS WHEREOF, said Principal and Surety have jointly executed this Bond this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, to be effective on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, until \_\_\_\_\_ (Expiration Date or Continuous)

\_\_\_\_\_  
(Signature of Surety)

\_\_\_\_\_  
(Signature of Principal)

\_\_\_\_\_  
(Printed Name of Surety)

\_\_\_\_\_  
(Printed Name of Principal)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Title)

**\*SEE BELOW A MODEL FORMAT FOR A RETAILER DISCLOSURE\***

**Retailer Disclosure to Consumer Before Sale or Lease  
[For Manufactured Homes Installed in HUD-Administered States]**

**Name of Retailer:** \_\_\_\_\_

**Name of Consumer:** \_\_\_\_\_

**THIS DISCLOSURE STATEMENT CONCERNS THE MANUFACTURED HOME  
(HEREAFTER DESCRIBED AS "HOME") LOCATED AT:**

**ADDRESS:** \_\_\_\_\_ **COUNTY:** \_\_\_\_\_

**CITY/STATE:** \_\_\_\_\_

**MANUFACTURER:** \_\_\_\_\_ **YEAR:** \_\_\_\_\_ **MODEL:** \_\_\_\_\_

**SERIAL NUMBER:** \_\_\_\_\_

**HUD CERTIFICATION LABEL(s) #: \_\_\_\_\_  
THE HOME'S DATA PLATE INDICATES IT IS DESIGNED FOR THE FOLLOWING ZONES:**

**WIND ZONE(S):** \_\_\_\_\_

**THERMAL ZONE(S):** \_\_\_\_\_

**ROOF LOAD ZONE(S):** \_\_\_\_\_

**Verification of Site Location**

- The occupancy site is known and I have verified that the wind, thermal, and roof load zones of the home being purchased or leased are appropriate for the site where the purchaser or lessee plans to install the home for occupancy.

**OR**

- The occupancy site is unknown and I have informed the purchaser that (1) the home was designed and constructed for specific wind, thermal, and roof load zones and (2) If the home is sited in a different zone, the home may not pass the required installation inspection because the home will have been installed in a manner that would take it out of compliance with the construction and safety standards in 24 CFR 3280.

**Verification of Installer License**

- As the retailer/dealer/park owner, I have agreed to provide set up in connection with the sale or lease of the home. Accordingly, I have verified that the installer is licensed in accordance with HUD regulations.

**OR**

- As the retailer/dealer/park owner, I have not agreed to provide set up with the sale or lease of the home.

**Inspection Requirement**

- The cost of the inspection of the home's installation is included in the sales price of the home. The amount of the installation inspection is \$ \_\_\_\_\_

**OR**

- The cost of the inspection and any re-inspection(s) is not included in the sales price of the home and the purchaser understands that s/he will be charged separately for the inspection and any re-inspection(s) as applicable of the home’s installation.

Because the installation of your home is in a state that does not administer its own qualifying installation program, the home will be required to comply with federal requirements, including installation in accordance with federal installation standards set forth in 24 CFR part 3285 and certification by a licensed installer of installation work, regardless of whether the work is performed by the homeowner or anyone else; and the certification must include inspection by an appropriate person.

In addition, the installation of the home may also be required to comply with additional state and local requirements.

Additional information about the requirements in this disclosure is available from the retailer and, in the case of the federal requirements, is available in part 3286 of Title 24 of the Code of Federal Regulations and from the U.S. Department of Housing and Urban Development.

Compliance with any additional federal, state, and local requirements, including a requirement for inspection of the installation of the home, may involve additional costs to the purchaser or lessee.

It is recommended that any home that has been reinstalled after its original installation should be professionally inspected after it is set up, in order to assure that it has not been damaged in transit and is properly installed.

The U.S. Department of Housing and Urban Development (HUD) Manufactured Home Dispute Resolution Program is available to resolve disputes among manufacturers, retailers, or installers concerning defects in manufactured homes. Many states also have a consumer assistance or dispute resolution program. For additional information about these programs, see sections titled “Dispute Resolution Process” and “Additional Information—HUD Manufactured Home Dispute Resolution Program” in the Consumer Manual required to be provided to the purchaser. These programs are not warranty programs and do not replace the manufacturer’s, or any other person's, warranty program.

\_\_\_\_\_  
Printed Name of Retailer

\_\_\_\_\_  
Printed Name of Consumer

\_\_\_\_\_  
Signature of Retailer                      Date

\_\_\_\_\_  
Signature of Consumer                      Date

**Regulation References:**

- Occupancy Site Disclosure - §3286.603
- Verification of Installer License - §3286.603(c)
- Inspection Requirement - §3286.503
- Retailer Disclosures Before Sale or Lease - §3286.7 (b)
- Retailer Notification at Sale – § 3288.5