

# **Manufactured Housing Installation Program Maryland Information Packet**

*Prepared by*

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*and*

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Office of Risk Management and Regulatory Affairs

U.S. Department of Housing and Urban Development

451 7th Street, SW

Washington, DC 20410



**SEBA Professional Services**  
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/are pleased to announce that 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.), the launch of the Model Manufactured Home Installation Standards Program in HUD-administered states.

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>

## *Installers*

The following outlines the steps and requirements needed to become a licensed installer in one of the HUD- Administered States.

**Note: All installers in Maryland must be licensed by November 1, 2015.**

### **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 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).

Additional requirements include having minimum experience and/or education. 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 statement

It is also required that installers hold a **\$10,000 bond** and a **\$250,000 liability insurance policy**. The following provides more details on bond and insurance:

### **Insurance Requirements**

1. Insurance must be issued by an authorized insurance company in the installer’s home state.
2. The amount must be a minimum of \$ 250,000.00 for general liability insurance.
3. Workers’ Compensation Insurance must meet full requirements in all states that the installer is licensed.
4. Insurance must be valid for one year past the expiration of the installer’s license.

5. The Administrator, Office of Manufactured Housing, U.S. Department of Housing and Urban Development is to be listed as an additional insured on the policy with a 60 days' notice before the policy is cancelled. Notice requirement:

Administrator

Office of Manufactured Housing

U.S. Department of Housing and Urban Development

451 7th Street SW, Rm. 9170

Washington DC, 20410

## **Bond Requirements**

1. Bond amount must be a minimum of \$ 10,000.00.
2. Bond must be issued by a company that is authorized to do business in the installer's home state.
3. Bond must be valid for one year past the expiration of the installer's license.
4. The Bond may be ordered to be paid over by any court with jurisdiction or the Administrator of the Office of Manufactured Housing.
5. The bond must directly state the following provisions:
  - a. Whereas, the above bounden Principle has made application with the Office of Manufactured Housing for a license to install manufactured housing doing business as (Name of company/person) under the provisions of 24 CFR 3286.
  - b. The persons claiming against this bond may maintain action at law against the Principle and the Surety and this bond may be sued upon in successive actions until the full amount thereof is exhausted. No suit may be commenced on this bond after the expiration of two years following the commission of the act on which the suit is based.
  - c. The Administrator of the Office of Manufactured Housing may direct that the Surety pay any part of the bond up to the maximum amount of the bond to third parties to satisfy claims against the installer for failure to correct warrantee related items, defective installation, damages, or any other violations of the Manufactured Housing code found in 24 CFR 3280, 3282, 3285, or 3286.
  - d. 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 by registered mail of any such demand or claim and of any judgment, recovery, or settlement made prior to the payment thereof. This bond shall be continuous in form and shall be conditioned that the total aggregate liability of the Surety for all claims shall be limited to the face amount of the bond irrespective of the number of years this bond is in force. If the Surety desires to make payment without awaiting court actions, the amount of this bond shall be reduced to the extent of any payment or payments made by the Surety, in good faith thereunder. Any such payments shall be based on the priority of written claim received by the Surety prior to the court action.

6. The bond may be paid over to one or multiple parties up to the total amount of the bond at the discretion of the court or the Administrator of the Office of Manufactured Housing.
7. The Administrator, Office of Manufactured Housing Programs, U.S. Department of Housing and Urban Development, is to be listed on the policy with a 60 days' notice before the policy is cancelled. Notice requirement:  
Administrator  
Office of Manufactured Housing  
U.S. Department of Housing and Urban Development  
451 7th Street SW, Rm. 9170  
Washington DC, 20410

**Every applicant for an installation license must submit the name of the applicant's surety bond or insurance carrier and the number of the policy required in §3286.205(d).**

## **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 307 form** to the department to apply for an initial or renewed installation license. 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 application can 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 license approval status (pass/fail), or if additional information is needed **within 30 days of the application submission date**. Installers who are approved (passed status) will receive a copy of their HUD-issued license via email **within 15 days of the license approval notice**. Those who are asked to submit updated or missing documents **will have 30 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 **within 30 days of the original application date or within 30 days of the date that additional information was requested**. 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 Housing Installer License.

<b>HUD</b>	
<b>LICENSED MANUFACTURED HOUSING INSTALLER</b>	
Company Name	<b>Office of Manufactured Housing</b>
Licensee	<b>Julián Castro</b>
License Number	<b>15040001</b>
Date of Expiration	<b>12/31/2018</b>
Address	<b>451 7th Street S.W., Washington, DC 20410</b>
	

## Reciprocity

Individuals who receive a HUD Manufactured Housing Installer License will be able to install homes in any other state that has a federally administered program or the installation training program has been approved.

## HUD Form 309

Installers must submit the **HUD 309** Manufactured Home Inspection Form after having it signed by a qualified inspector. 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. If another party has paid for installation work they too should receive a copy of the signed installation certification.

## **Permits**

After **November 1, 2015** permitting offices and inspectors will no longer issue occupancy permits for homes that have not been installed by a licensed manufactured home 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.** The below dates are the scheduled options that occur before the November 1, 2015 requirement date.

### Manufactured Housing Resources (George Porter):

- Date(s): July 29 and July 30, 2015
- Location:  
Department of Housing and Community Development (DHCD)  
7800 Harkins Road  
Lanham, MD 20706
- Cost: **\$100 Special Rate**, free for inspectors and government officials
- Registration:  
Pre-registration is required. The online registration form can be found at:  
[https://docs.google.com/forms/d/1tL6PQuXvXmEQZUXw8QgL-sJp-bcPYa7jPttbRYTCVB4/viewform?usp=send\\_form](https://docs.google.com/forms/d/1tL6PQuXvXmEQZUXw8QgL-sJp-bcPYa7jPttbRYTCVB4/viewform?usp=send_form)

### Pennsylvania Manufactured Housing Program & Basic Installer Training

- Date(s): August 20 and 21, 2015
- Location:  
400 North St.  
Harrisburg, PA 17120
- Cost: \$200
- Registration:  
Pre-registration is required no later than 10 days prior to the date of the course and is a first-come first-served basis. Course information and registration forms can be found at [www.newpa.com](http://www.newpa.com)

### Manufactured Home Installation Online Training by MHEI:

- Date(s): Online opening on August 3, 2015
- Location: <http://mhei.myicourse.com/>
- Cost: \$250
- Registration: Online same-day

An installer does not need to submit proof of passing the class at the time of submitting the application. SEBA Professional Services will be notified of pass/fail status.

## *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 have a minimum of **3,600** hours of experience in one or more of the following:

- 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, to certify the trainer and training program. The HUD Form 308 may be completed for either a training program, an individual trainer or both to become certified for HUD-administered states. The form may be found in the appendices or at:

[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).

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 installer to arrange for an inspection at least **10 days** prior to the completion of the installation.

### **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. If another party has paid for installation work they too should receive a copy of the signed installation certification.

### **Inspection Guideline**

It is recommended that installers and inspectors utilize the Manufactured Home Installation Inspection Guideline during the set and inspection of the home to ensure quality installations. The guideline provides a comprehensive overview of what should be considered when performing quality installations. The guideline does not need to be submitted to any agency, but should be kept with the home records by the installer and inspector. The guideline can be found at: [manufacturedhousinginstallation.com](http://manufacturedhousinginstallation.com).

## ***Retailers & Distributors***

### **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 sited, 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: [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) and can be submitted to the Department per instructions found in the regulations.

## ***SEBA Contact Information***

Email: [HUDINFO@Sebapro.com](mailto:HUDINFO@Sebapro.com)

Mail:

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

Phone: 202-552-7356

Facsimile: 202-379-3340

## *Appendices*

HUD 305

HUD 306

HUD 307

HUD 308

HUD 309

Installation Inspection Guideline

Bond and Insurance Document

**HUD Manufactured Home Retailer Report –  
Home Tracking Information****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 Section 113 requires manufactured home retailers and distributors to report specific information within 30 days from the time a purchaser enters into a contract to purchase a manufactured home when the manufactured home will be sited in a state that HUD administers the installation program. The information collected here will be used in conjunction with manufacturer production reports and other reports as appropriate under these Regulations. Public reporting burden for this collection is estimated to average 0.25 hours per response including the time for reviewing the instructions, searching existing data sources, 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.

Retailer Name & Address				
Name	Street Address	City	State	Zip
Retailer/Distributor Representative (signature)		Date (mm/dd/yyyy)	<input type="checkbox"/> Check box if report is for correcting previously reported information	

Reporting Period: (mm/dd/yyyy) \_\_\_\_\_ through (mm/dd/yyyy) \_\_\_\_\_ Page \_\_\_\_ of \_\_\_\_

Certification Label Number (include all zeros and agency prefix)	Manufacturer's Serial Number (Including all letters and numbers)	Name of Home Manufacturer	Date of purchase or lease agreement (mm/dd/yyyy)	Name of Purchaser or Lessee	Home Installation Site Information				
					Street Address	City	State	Zip	Local Authority Having Jurisdiction

Distribution:  
HUD  
Retailer/Distributor



**HUD Manufactured Home Retailer Report –  
Home Tracking Information**

**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 Section 113 requires manufactured home retailers and distributors to report specific information within 30 days from the time a purchaser enters into a contract to purchase a manufactured home when the manufactured home will be sited in a state that HUD administers the installation program. The information collected here will be used in conjunction with manufacturer production reports and other reports as appropriate under these Regulations. Public reporting burden for this collection is estimated to average 0.25 hours per response including the time for reviewing the instructions, searching existing data sources, 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.

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Distribution:  
HUD  
Retailer/Distributor

**HUD Manufactured Home Retailer Report –  
Home Installation Information****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 Section 113 requires manufactured home retailers and distributors to report specific information about the installation of a new manufactured home within 30 days from the date of installation. The information collected here will be used in conjunction with manufacturer shipment reports, retail information reports, and other reports as appropriate under these Regulations. Public reporting burden for this collection is estimated to average 0.25 hour per response including the time for reviewing the instructions, searching existing data sources, 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.

Retailer/Distributor Name & Address		Date (mm/dd/yyyy)
Retailer/Distributor Representative (signature)		<input type="checkbox"/> Check box if report is for correcting previously reported information

**Reporting Period:** (mm/dd/yyyy) \_\_\_\_\_ through (mm/dd/yyyy) \_\_\_\_\_ Page \_\_\_\_ of \_\_\_\_

Certification Label Number (include all zeros and agency prefix)	Manufacturer's Serial Number (Including all letters and numbers)	Installation Information				Installation Inspection Information	
		Installer's HUD License Number	Installer Name, Address & Phone Number	Date Installation Work Began (mm/dd/yyyy)	Date of Installer's Certification (mm/dd/yyyy)	Inspector Verification Date (mm/dd/yyyy)	Inspector Name, Address & Phone Number

Distribution:  
HUD  
Retailer

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 8)

☐ 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 Trainer  
Registration Application**

**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 Section 307 require personnel or entities who provide installation training to manufactured home installers to provide qualification information to HUD. The information collected here will be used to register qualified trainers who provide instruction to certify manufactured home installers as appropriate under these regulations. Public record burden for the collection of information is estimated to average 2.0 hours per response including the time to review instructions, search existing data sources, gathering and maintaining the data needed, and completing and reviewing 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.

Applicant's Legal Name		Applicant's Mailing Address (P.O. Box not acceptable)	Applicant's Phone Number
Date of Application	Check One Box: <input type="checkbox"/> New Application <input type="checkbox"/> Renewal (Date of Expiration of Current Registration _____)		

**Application by an Entity**

List the names of all trainers to be registered and attach evidence of experience for each if this application is being made in the name of an entity.

_____	_____
_____	_____

**Proof of Experience** (not required for renewal)

**Experience Exemption Request –**

Applicant is licensed or certified as a manufactured home installer trainer in a State with a qualifying installation program?  
☐ No ☐ Yes (Attach the appropriate proof of such license or certification to this application.)

**Prerequisite –**

- ☐ 3,600 Hours experience in the following: (Check all appropriate boxes.)
- ☐ 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
  - ☐ completed a 2 year educational program in construction-related field

**Experience verification –** Check one box and attach the appropriate documents to this application

- ☐ Statements of experience by past or present employers, OR  
☐ Self certification statement

**Additional Experience –** Does the applicant have previous experience as a trainer?

- ☐ No  
☐ Yes (Submit dates and type of experience.)

**Revocation, Suspension, or Denial –**

Has a license or certification to perform manufactured home installation training been revoked, suspended or denied in a State with a qualifying installation program for any listed trainers above? ☐ No ☐ Yes

If yes, attach the list of states and an explanation.

**Applicant Certification Statement**

By signing this application, the applicant identified here in certifies its belief that all of the requirements of the Manufactured Housing Installation Regulations, 24 CFR Part 3286, have been met, and that training curriculum will be provided in accordance with these regulations.

Applicant's Signature \_\_\_\_\_

Date \_\_\_\_\_

**HUD Manufactured Home  
Installation Trainer  
Registration Application**

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

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

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The Manufactured Housing Installation Program Regulations 24 CFR Chapter XX Part 3286 Section 307 require personnel or entities who provide installation training to manufactured home installers to provide qualification information to HUD. The information collected here will be used to register qualified trainers who provide instruction to certify manufactured home installers as appropriate under these regulations. Public record burden for the collection of information is estimated to average 2.0 hours per response including the time to review instructions, search existing data sources, gathering and maintaining the data needed, and completing and reviewing 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.

**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		
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

Form HUD - 309

## MANUFACTURED HOME INSTALLATION INSPECTION GUIDELINE

**The below form is not a HUD mandated document. However, its use is recommended as a tool for installers and inspectors to ensure quality installations.**

Inspector's Name <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	Inspector's Phone# <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	Date <div style="border: 1px solid black; height: 20px; width: 100%;"></div>
Inspector's Signature <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	Inspector's Company Name <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	
Installer Company Name <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	Installer Phone # <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	Installer License# <div style="border: 1px solid black; height: 20px; width: 100%;"></div>
Printed Name of Licensed Installer <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	Signature of Licensed Installer <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	
Dealer <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	Date Home Approved <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	HUD Label Number <div style="border: 1px solid black; height: 20px; width: 100%;"></div>
Job Name/Address <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	City <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	Zip code <div style="border: 1px solid black; height: 20px; width: 100%;"></div>

### Site Conditions

Property corners are marked if applicable	Yes <input type="radio"/> No <input type="radio"/> N/A <input type="radio"/>
House location and directions are according to plans	Yes <input type="radio"/> No <input type="radio"/> N/A <input type="radio"/>
Manufacturer's Installation instructions are in house	Yes <input type="radio"/> No <input type="radio"/> N/A <input type="radio"/>
Alternate Construction letter available ( when applicable) See page 3	Yes <input type="radio"/> No <input type="radio"/> N/A <input type="radio"/>
License of Installer is posted in window with trade permits	Yes <input type="radio"/> No <input type="radio"/> N/A <input type="radio"/>
All trade work has been passed	Yes <input type="radio"/> No <input type="radio"/> N/A <input type="radio"/>
All manuals for appliances and installed devices are in home	Yes <input type="radio"/> No <input type="radio"/> N/A <input type="radio"/>
Access to site available	Yes <input type="radio"/> No <input type="radio"/> N/A <input type="radio"/>
Flood hazard provisions when applicable are in place	Yes <input type="radio"/> No <input type="radio"/> N/A <input type="radio"/>
Grading around and under house are finished and water will drain away from house	Yes <input type="radio"/> No <input type="radio"/> N/A <input type="radio"/>
No water can be held under house	Yes <input type="radio"/> No <input type="radio"/> N/A <input type="radio"/>
Grade is such that it will not impact other properties adversely	Yes <input type="radio"/> No <input type="radio"/> N/A <input type="radio"/>
No organic soil or trash are under or around home	Yes <input type="radio"/> No <input type="radio"/> N/A <input type="radio"/>

### Foundation Construction

6 mil vapor retarder installed under home (when applicable) Check manual if necessary	Yes <input type="radio"/> No <input type="radio"/> N/A <input type="radio"/>
Verify correct footing size allocation	Yes <input type="radio"/> No <input type="radio"/> N/A <input type="radio"/>
Footing depth accurate for frost depth	Yes <input type="radio"/> No <input type="radio"/> N/A <input type="radio"/>
Piers are spaced and placed per MII at large side wall opening, center lines, and ends of units	Yes <input type="radio"/> No <input type="radio"/> N/A <input type="radio"/>
12" minimum clearance under main frame (check for exclusions in the manual)	Yes <input type="radio"/> No <input type="radio"/> N/A <input type="radio"/>
18" minimum clearance under floor joists	Yes <input type="radio"/> No <input type="radio"/> N/A <input type="radio"/>



Pier heights per manufacturer's instructions. Under 36 inches single stack, If over 36 inches see the MII	Yes <input type="radio"/> No <input type="radio"/> N/A <input type="radio"/>
Column post support piers properly sized and located, find in the pier spec or manual (page17)	Yes <input type="radio"/> No <input type="radio"/> N/A <input type="radio"/>
Perimeter piers placed per MII	Yes <input type="radio"/> No <input type="radio"/> N/A <input type="radio"/>
Finished floor is 18" above Base Flood Elevation	Yes <input type="radio"/> No <input type="radio"/> N/A <input type="radio"/>

### Structural Connections

Shipping blocks and straps removed	Yes <input type="radio"/> No <input type="radio"/> N/A <input type="radio"/>
Hinged roof and eaves secured in place	Yes <input type="radio"/> No <input type="radio"/> N/A <input type="radio"/>
Floors, end walls, and roofs are properly aligned	Yes <input type="radio"/> No <input type="radio"/> N/A <input type="radio"/>
Gaps screwed shimmed and plumbed in marriage line at floor attic and walls (no larger gaps)	Yes <input type="radio"/> No <input type="radio"/> N/A <input type="radio"/>
Non porous gasket installed at marriage line, some may allow porous. Check manual	Yes <input type="radio"/> No <input type="radio"/> N/A <input type="radio"/>
Roof secured at marriage line	Yes <input type="radio"/> No <input type="radio"/> N/A <input type="radio"/>
End walls secured at marriage line	Yes <input type="radio"/> No <input type="radio"/> N/A <input type="radio"/>
Floors secured at marriage line	Yes <input type="radio"/> No <input type="radio"/> N/A <input type="radio"/>
Interior wall secured at marriage line	Yes <input type="radio"/> No <input type="radio"/> N/A <input type="radio"/>

### Anchoring and Tie Downs

Approved anchors and straps (see anchor literature from installer/dealer)	Yes <input type="radio"/> No <input type="radio"/> N/A <input type="radio"/>
Anchors approved for soil conditions (see anchor literature from installer/dealer)	Yes <input type="radio"/> No <input type="radio"/> N/A <input type="radio"/>
Anchor location and spacing per manufacturer's instructions (bellow the frost line)	Yes <input type="radio"/> No <input type="radio"/> N/A <input type="radio"/>
Proper anchor strap attachment to chassis (buckle must be at the top, see instructions)	Yes <input type="radio"/> No <input type="radio"/> N/A <input type="radio"/>
Longitudinal tie downs are installed (when applicable) see the installation manual	Yes <input type="radio"/> No <input type="radio"/> N/A <input type="radio"/>
Stabilizer plates installed, only needed if anchor head faces straight up or away from the home	Yes <input type="radio"/> No <input type="radio"/> N/A <input type="radio"/>
If alternative anchors are used they have been approved for the home and are installed according to manufactures instructions	Yes <input type="radio"/> No <input type="radio"/> N/A <input type="radio"/>
All anchor straps are under proper tension	Yes <input type="radio"/> No <input type="radio"/> N/A <input type="radio"/>

### Under Home

There is no damage to the undercarriage or the frame of the home	Yes <input type="radio"/> No <input type="radio"/> N/A <input type="radio"/>
All bottom boards are intact and no loose insulation is exposed	Yes <input type="radio"/> No <input type="radio"/> N/A <input type="radio"/>
There are no unrepaired holes in the moisture retarder on the ground	Yes <input type="radio"/> No <input type="radio"/> N/A <input type="radio"/>
HVAC ducts are installed, supported off the ground, all connections are tight	Yes <input type="radio"/> No <input type="radio"/> N/A <input type="radio"/>
All fresh air intakes are clear and unobstructed	Yes <input type="radio"/> No <input type="radio"/> N/A <input type="radio"/>
Vents and exhaust pipes are installed and vented to the outside perimeter of the house	Yes <input type="radio"/> No <input type="radio"/> N/A <input type="radio"/>
All overflow and condensate lines have been installed and exit past the perimeter of the house with proper fall	Yes <input type="radio"/> No <input type="radio"/> N/A <input type="radio"/>
Home is vented per MII	Yes <input type="radio"/> No <input type="radio"/> N/A <input type="radio"/>
If foundation has a power vent, it is installed and works properly	Yes <input type="radio"/> No <input type="radio"/> N/A <input type="radio"/>
Skirting is installed per MII and will not be affected by frost heave	Yes <input type="radio"/> No <input type="radio"/> N/A <input type="radio"/>
All bolts have been installed and are of the correct size and placement per the MII	Yes <input type="radio"/> No <input type="radio"/> N/A <input type="radio"/>

### Water, Waste, and Under House Utilities

All service connections have been made and spiced. Cross over connections are correctly installed and supported	Yes <input type="radio"/> No <input type="radio"/> N/A <input type="radio"/>
Water lines are supported, insulated, and protected from freezing	Yes <input type="radio"/> No <input type="radio"/> N/A <input type="radio"/>
Drain lines are supported with the proper fall	Yes <input type="radio"/> No <input type="radio"/> N/A <input type="radio"/>

All fuel lines are installed, supported correctly, and been inspected by the local authority	Yes <input type="radio"/> No <input type="radio"/> N/A <input type="radio"/>
Connections on multi-sections have been done according to the MHCSS and MII with proper access	Yes <input type="radio"/> No <input type="radio"/> N/A <input type="radio"/>
Electrical lines have been installed, supported, and inspected by the local authority	Yes <input type="radio"/> No <input type="radio"/> N/A <input type="radio"/>
Electrical cross overs are correctly installed, including grounding cross overs	Yes <input type="radio"/> No <input type="radio"/> N/A <input type="radio"/>
Chassis of multiple section homes are bonded correctly	Yes <input type="radio"/> No <input type="radio"/> N/A <input type="radio"/>
All electrical wires used are correct for their intended use and are properly secured and protected from damage	Yes <input type="radio"/> No <input type="radio"/> N/A <input type="radio"/>

### Exterior

Siding is installed with no missing pieces , tears, or bumps	Yes <input type="radio"/> No <input type="radio"/> N/A <input type="radio"/>
All stairs have proper steps or have guard rails installed	Yes <input type="radio"/> No <input type="radio"/> N/A <input type="radio"/>
Roofs are free from visible damage and all shipping materials have been removed. Any holes from shipping straps have been properly repaired	Yes <input type="radio"/> No <input type="radio"/> N/A <input type="radio"/>
Roof venting has been installed and is fully functional	Yes <input type="radio"/> No <input type="radio"/> N/A <input type="radio"/>
All roof penetrations at roof stacks, vents, and chimneys have been installed and sealed per MII	Yes <input type="radio"/> No <input type="radio"/> N/A <input type="radio"/>
Drip edge, fascia, gutters, and down spouts are installed so that water is diverted away from home and foundation	Yes <input type="radio"/> No <input type="radio"/> N/A <input type="radio"/>
Trees, bushes, and other vegetation have been trimmed back so that they will not rub on the home during incidents of heavy snow or wind	Yes <input type="radio"/> No <input type="radio"/> N/A <input type="radio"/>
HUD Label is intact, visible, and legible	Yes <input type="radio"/> No <input type="radio"/> N/A <input type="radio"/>
On multi-section homes all HUD Labels are from the correct house	Yes <input type="radio"/> No <input type="radio"/> N/A <input type="radio"/>
All exterior lights have been installed and work properly	Yes <input type="radio"/> No <input type="radio"/> N/A <input type="radio"/>
Plumbing clean outs are installed and accessible	Yes <input type="radio"/> No <input type="radio"/> N/A <input type="radio"/>
Exterior of home is free of all construction material, site debris, and trash	Yes <input type="radio"/> No <input type="radio"/> N/A <input type="radio"/>

### Interior

All windows and doors work correctly and have the correct lock sets	Yes <input type="radio"/> No <input type="radio"/> N/A <input type="radio"/>
All windows are properly marked	Yes <input type="radio"/> No <input type="radio"/> N/A <input type="radio"/>
One window in each bedroom meets the requirements for egress and operated properly	Yes <input type="radio"/> No <input type="radio"/> N/A <input type="radio"/>

### Electrical

Panel amperage matches connection to home with main power shut off	Yes <input type="radio"/> No <input type="radio"/> N/A <input type="radio"/>
Electrical connections at the marriage line have been done properly	Yes <input type="radio"/> No <input type="radio"/> N/A <input type="radio"/>
Electrical connection have proper polarity	Yes <input type="radio"/> No <input type="radio"/> N/A <input type="radio"/>
Electrical connections at marriage lines have covers attached	Yes <input type="radio"/> No <input type="radio"/> N/A <input type="radio"/>
Marriage line access panels are insulated and secured in place	Yes <input type="radio"/> No <input type="radio"/> N/A <input type="radio"/>
Receptacles and GFCI circuits function properly	Yes <input type="radio"/> No <input type="radio"/> N/A <input type="radio"/>
GFCI are installed where needed	Yes <input type="radio"/> No <input type="radio"/> N/A <input type="radio"/>
All smoke detectors are installed and function properly	Yes <input type="radio"/> No <input type="radio"/> N/A <input type="radio"/>
Electrical trade inspection completed and passed	Yes <input type="radio"/> No <input type="radio"/> N/A <input type="radio"/>

### Plumbing

Plumbing access covers and insulation have been replaced	Yes <input type="radio"/> No <input type="radio"/> N/A <input type="radio"/>
All shut off valves, pressure relief valves, and tempering vales have accesses and are adjusted correctly	Yes <input type="radio"/> No <input type="radio"/> N/A <input type="radio"/>

All water fixtures work properly, correctly dispenses hot and cold water, anti-scald devices are installed and function properly	Yes <input type="radio"/> No <input type="radio"/> N/A <input type="radio"/>
All toilets, sinks, tubs, and basins work correctly	Yes <input type="radio"/> No <input type="radio"/> N/A <input type="radio"/>
Water heater is at correct setting	Yes <input type="radio"/> No <input type="radio"/> N/A <input type="radio"/>
Water heater drip pan, over flow, and pressure relief valve are correctly installed	Yes <input type="radio"/> No <input type="radio"/> N/A <input type="radio"/>
Electrical panel box is properly marked in ink	Yes <input type="radio"/> No <input type="radio"/> N/A <input type="radio"/>
Plumbing trade inspection completed and passed	Yes <input type="radio"/> No <input type="radio"/> N/A <input type="radio"/>

#### **Mechanical/ HVAC**

HVAC system is installed, works correctly, has a shut off switch	Yes <input type="radio"/> No <input type="radio"/> N/A <input type="radio"/>
Fireplaces, if installed, work correctly and are properly vented	Yes <input type="radio"/> No <input type="radio"/> N/A <input type="radio"/>
All appliances are installed per manufactures instructions, work correctly, and all shipping materials are removed	Yes <input type="radio"/> No <input type="radio"/> N/A <input type="radio"/>
All exhaust fans are installed and work properly	Yes <input type="radio"/> No <input type="radio"/> N/A <input type="radio"/>
Fresh air intakes are properly installed	Yes <input type="radio"/> No <input type="radio"/> N/A <input type="radio"/>
HVAC has a drip pan installed	Yes <input type="radio"/> No <input type="radio"/> N/A <input type="radio"/>
HVAC drip pan has overflow pipe installed correctly	Yes <input type="radio"/> No <input type="radio"/> N/A <input type="radio"/>
All HVAC equipment has proper make up air or fresh in intakes installed	Yes <input type="radio"/> No <input type="radio"/> N/A <input type="radio"/>
All required test have been successfully completed	Yes <input type="radio"/> No <input type="radio"/> N/A <input type="radio"/>
Mechanical inspection completed and passed	Yes <input type="radio"/> No <input type="radio"/> N/A <input type="radio"/>

**Additional Comments**

## **Insurance and Bonding Requirements**

### **Insurance Requirements**

1. Insurance must be issued by an authorized insurance company in the installer's home state.
2. The amount must be a minimum of \$ 250,000.00 for general liability insurance.
3. Workers' Compensation Insurance must meet full requirements in all states that the installer is licensed.
4. Insurance must be valid for one year past the expiration of the installer's license.
5. The Administrator, Office of Manufactured Housing, U.S. Department of Housing and Urban Development is to be listed as an additional insured on the policy with a 60 days' notice before the policy is cancelled. Notice requirement:

Administrator  
Office of Manufactured Housing  
U.S. Department of Housing and Urban Development  
451 7th Street SW, Rm. 9170  
Washington DC, 20410

### **Bond Requirements**

1. Bond amount must be a minimum of \$ 10,000.00.
2. Bond must be issued by a company that is authorized to do business in the installer's home state.
3. Bond must be valid for one year past the expiration of the installer's license.
4. The Bond may be ordered to be paid over by any court with jurisdiction or the Administrator of the Office of Manufactured Housing.
5. The bond must directly state the following provisions:
  - a. Whereas, the above bounden Principle has made application with the Office of Manufactured Housing for a license to install manufactured housing doing business as (Name of company/person) under the provisions of 24 CFR 3286.
  - b. The persons claiming against this bond may maintain action at law against the Principle and the Surety and this bond may be sued upon in successive actions until the full amount thereof is exhausted. No suit may be commenced on this bond after the expiration of two years following the commission of the act on which the suit is based.
  - c. The Administrator of the Office of Manufactured Housing may direct that the Surety pay any part of the bond up to the maximum amount of the bond to third parties to satisfy claims against the installer for failure to correct warrantee related items, defective installation, damages, or any other violations of the Manufactured Housing code found in 24 CFR 3280, 3282, 3285, or 3286.
  - d. 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 by registered mail of any such demand or claim and of any judgment, recovery, or settlement made prior to the payment thereof. This bond shall be continuous in form and shall be conditioned that the total aggregate liability of the Surety for all claims shall be limited to the face amount of the bond irrespective of the number of years this bond is in force. If the Surety desires to make payment without awaiting court actions, the amount of this

bond shall be reduced to the extent of any payment or payments made by the Surety, in good faith thereunder. Any such payments shall be based on the priority of written claim received by the Surety prior to the court action.

6. The bond may be paid over to one or multiple parties up to the total amount of the bond at the discretion of the court or the Administrator of the Office of Manufactured Housing.
7. The Administrator, Office of Manufactured Housing Programs, U.S. Department of Housing and Urban Development, is to be listed on the policy with a 60 days' notice before the policy is cancelled. Notice requirement:

Administrator  
Office of Manufactured Housing  
U.S. Department of Housing and Urban Development  
451 7th Street SW, Rm. 9170  
Washington DC, 20410

**Every applicant for an installation license must submit the name of the applicant's surety bond or insurance carrier and the number of the policy required in §3286.205(d).**