

Lost Label Report

U.S. Department of Housing and Urban Development

OMB Approval No. 2502-0233

IPIA/Manufacturer/Losing Party

Office of Manufactured Housing Programs

expires 12/31/2009

(Must be completed within 5 days of discovery or loss)

The Manufactured Housing Procedural and Enforcement Regulations 24 CFR Chapter XX Part 3282 Section 552 requires manufacturers to report certification label usage on a monthly basis. The information collected here will be used to report home distribution, collect fees, and reimburse parties as appropriate under these Regulations. Public reporting burden for this collection of information is estimated to average 0.5 hours per response including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Response to this information collection is mandatory. This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number.

Manufacturer's Name & Address	Factory Address	
Manufacturer's Representative	Phone	Date (mm/dd/yyyy)

Lost Labels

(to be completed by manufacturer or losing party)

Quantity _____ certification labels. Date certification label affixed to unit _____
(mm/dd/yyyy)

New certification label number affixed to unit _____ Date loss discovered _____
(mm/dd/yyyy)

Certification label numbers _____ through and including _____

Name and address of person who last had possession of certification label(s) when loss was discovered:

Name _____

Address _____

Name and address of person who discovered loss:

Name _____

Address _____

Police or private investigator contacted or used:

Yes By Whom? _____ Date _____
(mm/dd/yyyy)

Results (include police or investigator reports):

No Why?

Distribution
Original - HUD's Contracting Agent
Copies to: IPIA
Manufacturer

Explanation of Loss

(to be completed by manufacturer or losing party)

Losing party must provide a detailed written explanation discussing the events that led to the lost certification label(s), and what efforts were made towards its (their) recovery.

IPIA Recommendations

(to be completed by IPIA)

Make a detailed statement setting forth your analysis of circumstances surrounding the loss. Give specific reasons for recommendation to HUD if free replacement of a lost certification label is requested. Submit complete package to HUD's Contracting Agent. It will forward the documentation to HUD, with its determination for HUD's analysis and final decision.

IPIA Authorized Label Administrator _____

(signature)

If Unit is Sold for Salvage

(to be completed by manufacturer)

Name of salvage company _____

Owner _____ Phone _____

Address _____

If a labeled unit is sold to a salvage company, its certification label must remain with the manufacturer. Under no conditions will a certification label remain attached to a unit sold for salvage.

Determination

(to be completed by HUD's Contracting Agent)

Approved Disapproved

Reason _____

Additional information required by _____ (signature)

Additional effort to secure certification label required by _____

HUD's Contracting Agent (Label Coordinator) _____ Date _____ (mm/dd/yyyy)

Distribution

Original - HUD's Contracting Agent

Copies to: IPIA

Manufacturer