

**Request and Payment  
for Labels**

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

OMB Approval No. 2502-0233  
expires 11/30/2022

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. There are no assurances of confidentiality.

<b>Manufacturer's Name &amp; Address</b>	<b>Factory Name &amp; Address</b>	
<b>Manufacturer's Representative</b>	<b>Phone</b>	<b>Date (mm/dd/yyyy)</b>

**Manufacturer's Request**  
*(to be completed by manufacturer)*

We hereby request that our IPIA, \_\_\_\_\_ for this manufacturing factory issue \_\_\_\_\_ manufactured home certification labels.  
(quantity)

Total number of labels requested \_\_\_\_\_ X \$100.00 = \$ \_\_\_\_\_  
(quantity) (Fee/Label)

Credit adjustment (include Form 303 with credit) - \$ \_\_\_\_\_

Payment Amount (for HUD's Certification Label Fee) \$ \_\_\_\_\_

Payment Receipt Number (Provided by Pay.gov) \_\_\_\_\_ dated \_\_\_\_\_  
(mm/dd/yyyy)

**IPIA Assignment of Label Numbers**  
*(to be completed by IPIA)*

The following unissued certification label numbers are assigned to the specific facility identified above.

Certification Labels \_\_\_\_\_ - \_\_\_\_\_ through & including \_\_\_\_\_ - \_\_\_\_\_ = \_\_\_\_\_ (Quantity)

Certification Labels \_\_\_\_\_ - \_\_\_\_\_ through & including \_\_\_\_\_ - \_\_\_\_\_ = \_\_\_\_\_ (Quantity)

Certification Labels \_\_\_\_\_ - \_\_\_\_\_ through & including \_\_\_\_\_ - \_\_\_\_\_ = \_\_\_\_\_ (Quantity)

Total number of labels issued \_\_\_\_\_ X \$100.00 (Fee/Label) = \_\_\_\_\_

IPIA Authorized Label Administrator \_\_\_\_\_  
(signature) (mm/dd/yyyy)

Tender payment through [Pay.gov](https://www.pay.gov) and send copy of form and payment receipt.