

Adjustment Report
Monthly Production Report

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

OMB Approval No. 2502-0233
(Expires 5/31/2026)

The Manufactured Housing Procedural and Enforcement Regulations 24 C.F.R. Chapter XX Part 3282 Section 552 requires manufacturers to report certification label usage on a monthly basis. This from requires the manufacturer to report any adjustments to previously submitted monthly production reports. 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 under 42 U. S.C. 5413(c)(3) and (f). 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.

Privacy Notice:

HUD collects information in accordance with 42 U.S.C. 5413(c)(3) of the National Manufactured Housing Construction and Safety Standards Act of 1974 which requires manufacturers, under 42 U.S.C. 5413(f), to maintain records, make reports and provide such information as HUD requires to determine whether the manufacturer is in compliance with the standards established under 42 U.S.C. 5403.

Purpose of this collection is necessary for accurate dispensation of program benefits and credits. Failure to comply with these regulations may subject the party in question to the civil and criminal penalties provided for in section 611 of the Act, 42 U.S.C. 5410. While HUD generally only discloses this data in response to a Freedom of Information or audit request, any information collected pursuant to 42 U.S.C. 5413(b), (c), (f), or (g) which contains or relates to a trade secret that would result in a substantial competitive disadvantage if disclosed shall be considered confidential and shall not be further disclosed except as required or permitted under 42 U.S.C. 5413(h).

Manufacturer's Name & Address
Factory Name & Address
Manufacturer's Representative
Phone
Date (mm/dd/yyyy)
Report for month of (mm/yyyy)
Page \_\_\_\_ of \_\_\_\_

Section I (to add an unreported unit)

Table with 10 columns: Certification Label Number, Complete Manufacturer's Serial Number, Type of Unit, Date of Manufacture, First Home Location Type, Retailer or Distributor Information (Name, Street Address, City/Town, State, Zip), First Location of Home Shipment (Name, Street Address, City/Town, State, Zip), Site Completion Numeric ID, Brief Description of On-Site Work.

Section II (to correct previously reported information)

Table with 6 columns: Certification Label Number, Complete Manufacturer's M/H ID or Serial Numbers, Date of Manufacture, Previous information, Correction, Type of Unit.

Previous editions obsolete

1Type of Unit:
Single-wide Unit (S)
Multi-wide Unit 1st Section (1)
Multi-wide Unit 2nd Section (2)
Multi-wide Unit 3rd Section (3)

2Type of Location:
(Specific purchaser, if known)
H - Homeowner
F - FEMA
R - Retailer
O - Other

**Section III** *(to be completed for open destinations)*[illegible]