

# Request and Payment for Labels

U.S. Department of Housing and Urban Development  
Office of Regulatory Affairs and Manufactured Housing

OMB Approval No. 2502-0233  
expires 10/31/2006

The Manufactured Housing Procedural and Enforcement Regulations 24 CFR Part 3282 Section 362 requires manufacturers to request certification labels from their Production Inspection Primary Inspection Agencies (IPIAs), and Section 501 authorizes the Secretary to take such actions to oversee the system as the Secretary deems appropriate. The information collected here will be used by manufacturers to request certification labels from the IPIAs, and for the IPIAs to assign the labels to the manufacturers. 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). 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)

## Manufacturer's Request

(to be completed by manufacturer)

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

Total number of labels requested \_\_\_\_\_ x \$24.00 = \$ \_\_\_\_\_

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

Check amount \$ \_\_\_\_\_

Check number \_\_\_\_\_ dated \_\_\_\_\_  
(mm/dd/yyyy)

Checks must be made payable to Department of Housing and Urban Development.

## 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 \$24.00 = \$ \_\_\_\_\_

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

Mail one copy and label payment check to HUD lock box listed below:

Department of HUD  
Manufactured Housing Inspection Fee  
P.O. Box 198225  
Atlanta, GA 30384

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