

# IPIA Request for Labels (order control)

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 the Production Inspection Primary Inspection Agency (IPIA) to obtain certification labels from the Secretary or the Secretary's agent, 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 to request and confirm receipt of certified labels. Public reporting burden for this collection 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 collected 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)

## Request for Labels

(By IPIA Agency)

We hereby request \_\_\_\_\_ certification labels for our on-hand inventory. Currently our inventory is \_\_\_\_\_ (Quantity) certification labels on hand. Based on our current rate of certification labels issued, the on-hand (Quantity) inventory will last for approximately \_\_\_\_\_ weeks.

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## Order Processing

(by HUD's monitoring agent)

Date request received \_\_\_\_\_. The request for certification labels was placed with the label manufacturer (mm/dd/yyyy) by \_\_\_\_\_ on \_\_\_\_\_ (mm/dd/yyyy) in the quantity of \_\_\_\_\_ certification labels.

Note: If the quantity ordered is different than requested, it was authorized by \_\_\_\_\_ (name).

This order should be received within the next three weeks.

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## Confirmation of Receipt

(to be completed by the IPIA)

We have received the quantity of certification labels authorized by HUD's contracting agent. Yes \_\_\_\_\_ No \_\_\_\_\_. If No, contact HUD's monitoring agent immediately.

This order was received on \_\_\_\_\_ and contained: (mm/dd/yyyy)

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

These labels were entered into this agency's on-hand inventory on \_\_\_\_\_ (mm/dd/yyyy)

by IPIA authorized label administrator \_\_\_\_\_ (signature)

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