

# Lost Label Report

## IPIA/Manufacturer/Losing Party

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

All certification labels for HUD code manufactured housing that are lost or unaccounted for by manufacturers must be reported to HUD's Office of Manufactured Housing Programs for accountability of all homes and labels. Labels can be lost through a variety of means including simple loss, theft, mail distribution, or sale for scrap or salvage.

### 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 \_\_\_\_\_

Serial Number: \_\_\_\_\_ Destination: \_\_\_\_\_

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 \_\_\_\_\_

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

Was a Police or private investigator contacted or used?

Yes By Whom? \_\_\_\_\_ Date \_\_\_\_\_  
(mm/dd/yyyy)

Results (include police or investigator reports):

No Why?

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## Explanation of Loss

*(to be completed by manufacturer or losing party)*

Losing party's detailed written explanation of the events that led to the lost certification label(s), and efforts made towards label recovery.

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## IPIA Recommendations

*(to be completed by IPIA)*

IPIA's detailed statement setting forth the circumstances of 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, which will act upon HUD's final decision.

IPIA Authorized Label Administrator \_\_\_\_\_  
Printed Name and signature

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## When manufacturers sell units for scrap or salvage

*(to be completed by manufacturer)*

If a manufacturer sells a scrap or salvage unit the manufacturer must remove the label. The manufacturer must keep a permanent record of the label, or return the label to HUD's Contracting Agent. All labels must be removed from all homes sold for scrap or salvage.

Name & Address of scrap or salvage company	Name & Address of Manufacturer
Phone Number of scrap or salvage company	Label Numbers from scrap or salvage units

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