

**Lost Label Report
 IPIA/Manufacturer/
 Losing Party**

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

**OMB Approval No. 2502-0233
 (expires 08/31/2019)**

(Must be completed within 5 days of discovery of 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. There are no assurances of confidentiality.

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 or other parties must be reported to HUD's Office of Manufactured Housing Programs for accountability of all labels. Labels can be lost through a variety of means including simple loss, theft, mail distribution, or sale for scrap or salvage.

Lost Certification Labels

(to be completed by manufacturer or losing party)

Quantity: _____

Date certification label(s) affixed to unit: _____

Lost before the certification labels were affixed to unit? Yes ___ No ___

If "Yes", identify the range of certification label numbers below:

Lost certification label numbers _____ - _____ through and including _____ - _____

If "No", complete the required information in the table below:

Date Loss Discovered	Serial Number	Unit Totally Wrecked? Y/N	Unit Sold as Salvage? Y/N	Lost Certification Label Number	New Certification Label Number	First Location of Home Shipment (Destination)		
						Purchaser or Retailer	City	State

Was a Police or private investigator contacted or used?

If Yes, By Whom? _____ Date _____
mm/dd/yyyy

Results (include police or investigator reports):

If No, Why?

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.

IPIA Recommendation

(to be completed by IPIA)

IPIA's detailed statement setting forth the circumstances of the loss and that repaired/rebuilt unit(s) have been inspected and found to meet HUD code. Submit the complete package to HUD or HUD's Monitoring Agent. Note: Free replacement labels are not provided in the case of negligence on the manufacturer's part or when manufacturer receives insurance payment.

IPIA Authorized Label Administrator _____
Printed Name and signature

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, and return the label to HUD or HUD's Monitoring Agent (with a damaged label report HUD Form 203B). All labels must be removed from all homes sold for scrap or salvage and the home can no longer be considered a HUD code home. **Labels will not be replaced.**

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