

**IPIA Request for Labels**  
**(order control)**

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

OMB Approval No. 2502-0233  
(expires 11/30/2022)

The Manufactured Housing Procedural and Enforcement Regulations 24 C.F.R. Chapter XX Part 3280 Section 11 and Part 3282 Sections 204 and 205 requires manufacturers to affix a certification label. Manufacturers report affixed labels through reports required by 24 C.F.R. Chapter XX Part 3282 Sections 209 and 552, providing usage data on a monthly basis. In turn the Inspection Primary Inspection Agencies (IPIAs) are required to monitor and provide Manufacturers a supply of certification label and request them from HUD in accordance with 24 C.F.R. Chapter XX Part 3282 Section 362(b). The information collected here will be used to monitor 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 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.

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).

<b>IPIA Name</b>	<b>IPIA Address</b>	
<b>Authorized IPIA Label/Administrator</b>	<b>Phone</b>	<b>Date (mm/dd/yyyy)</b>

**Request for Labels**  
*(to be completed by IPIA)*

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.

**Order Processing**  
*(to be completed by HUD or HUD's monitoring agent)*

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

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

This order should be received within the next three weeks.

**Confirmation of Receipt**  
*(to be completed by IPIA)*

We have received the quantity of certification labels authorized by HUD or HUD's monitoring agent. Yes \_\_\_ No \_\_\_

If No, contact HUD or 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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