

# HUD Manufactured Home Monthly Production Report

## 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 3282 Sections 552 and 553 requires the manufacturer and IPIA to report monthly, the number and location of homes manufactured in any factory. The information collected here will be used to account for the shipment of homes and the calculation of monthly payments to the state agencies as required in Section 307. Public reporting burden for this collection of information is estimated to average 1.0 hour per response including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection information. Response to this information collection is mandatory under 42 U. S.C. 5413(c)(3) and (f). This agency may not collect this information, and you are not required to complete this form unless it displays a currently valid OMB 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>Manufacturer's Name &amp; Address</b>	<b>Factory Name &amp; Address</b>	
<b>Manufacturer's Representative (print)</b>	<b>Phone</b>	<b>Date (mm/dd/yyyy)</b>
Reporting Period: (mm/ yyyy) _____	Page _____ of _____	

Certification Label Number (with all zeros)	Complete Manufacturer's Serial Number (with all letters and numbers including unit, AC, and SC designations, etc.)	Type of Unit <sup>1</sup>	Date of Manufacture (mm/dd/yyyy)	First Home Location Type <sup>2</sup>	Retailer or Distributor Information					First Location of Home Shipment (if not the retailer or distributor address)					Site Completion Numeric ID (as needed) (xxx-SC-xx)	Brief Description of On-Site Work (as needed)
					Name	Street Address	City/Town	State	Zip	Name	Street Address	City/Town	State	Zip		
xxxxxxxxxx	xxxxxxxxxxxxxxxxxx	x	xx/xx/xxxx	x	xxxxxxxxxxxxxxxxxx	xxxxxxxxxxxxxxxxxx	xxxxxxxxxxxxxxxxxx	xx	xxxxx	xxxxxxxxxxxxxxxxxx	xxxxxxxxxxxxxxxxxx	xxxxxxxxxxxxxxxxxx	xx	xxxxx	xxx-xx-xx	xxxxxxxxxxxxxxxxxx

Previous editions obsolete

<sup>1</sup>Type of Unit:  
Single-wide Unit (S)  
Multi-wide Unit 1<sup>st</sup> Section (1)  
Multi-wide Unit 2<sup>nd</sup> Section (2)  
Multi-wide Unit 3<sup>rd</sup> Section (3)

<sup>2</sup>First Home Location Type:  
(Specific purchaser, if known)  
H - Homeowner  
F - FEMA  
R - Retailer  
O - Other

Form HUD-302 (09/16)