

**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 11/30/2022)

(Must be completed within 5 days of discovery of loss)

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 CFR 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) 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 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).

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