

**Damaged Label Report  
IPIA/Manufacturer**

**(to be used when returning damaged labels)**

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. 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 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).

<b>Manufacturer's Name &amp; Address</b>	<b>Factory Name &amp; Address</b>	
<b>Manufacturer's Representative</b>	<b>Phone</b>	<b>Date (mm/dd/yyyy)</b>

**Damaged Labels** *(to be completed by manufacturer)*

The following manufactured home certification labels have been damaged and are enclosed. Damaged certification labels include those on units wrecked in transit but repairable by the manufacturer.

Quantity: \_\_\_\_\_ certification labels.      Date certification label affixed to unit \_\_\_\_\_  
(mm/dd/yyyy)

Damaged certification label numbers \_\_\_\_\_ through and including \_\_\_\_\_

Explanation of Damage/Repair: \_\_\_\_\_

New certification label number(s) affixed to new or repaired unit(s) \_\_\_\_\_

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

**Assignment of Replacement Labels By IPIA to Manufacturer**

*(to be completed by IPIA)*

The following certification label number must be assigned to the specific facility identified above.

IPIA: \_\_\_\_\_ Quantity: \_\_\_\_\_ certification labels

Certification Label numbers \_\_\_\_\_ through and including \_\_\_\_\_

IPIA Authorized Label Administrator \_\_\_\_\_ Date \_\_\_\_\_  
(signature) (mm/dd/yyyy)