

**Request and Payment
for Labels**

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 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). 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)

Manufacturer's Request

(to be completed by manufacturer)

We hereby request that our IPIA, _____ for this manufacturing factory issue _____ manufactured home certification labels.
(quantity)

Total number of labels requested _____ X \$100.00 = \$ _____
(quantity) (Fee/Label)

Credit adjustment (include Form 303 with credit) - \$ _____

Payment Amount (for HUD's Certification Label Fee) \$ _____

Payment Receipt Number (Provided by Pay.gov) _____ dated _____
(mm/dd/yyyy)

IPIA Assignment of Label Numbers

(to be completed by IPIA)

The following unissued certification label numbers are assigned to the specific facility identified above.

Certification Labels _____ - _____ through & including _____ - _____ = _____ (Quantity)

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Total number of labels issued _____ X \$100.00 (Fee/Label) = _____

IPIA Authorized Label Administrator _____
(signature) (mm/dd/yyyy)

Tender payment through [Pay.gov](https://www.pay.gov) and send copy of form and payment receipt

Previous editions obsolete

Form HUD-301 (09/16)