

Manufactured Housing

Certification Renewal Training



Joel Harper
CEO

2



Property of MHC Consultants LLC.

No part of our materials may be reproduced or transmitted in any form or by any means, electronic or mechanical, including photocopying, recording, or by any information storage and retrieval system without the express written permission of MHC Consultants LLC.

Information contained herein was accurate at the time of presentation, but may change without notice.

Nothing contained in this presentation should be construed as legal advice. Consult with an attorney prior to making any business decision.

No part of this presentation may be used for the purpose of AI training.

3

Course Information

This course qualifies and has been approved by the Department of State for credit for continuing education for the manufactured housing certification program.

3 hours, Manufactured Housing Continuing Education

Course number: mfg0009105

Course provider: NYHA

Location: Online

Attendees must be in the webinar within these parameters to receive credit

- Joining – Before the scheduled start time to 15 minutes after the scheduled start time.
- Leaving – more than 10 minutes before the end time of actual presentation.

Joining and leaving outside of the above timeframes will prohibit attendees from receiving course credit.



Course Development

Utilized Installation Instruction Manual for



**CHAMPION[®]
HOMES**

www.titanhomesny.com



Thank you to: Ed Ostrander, General Manager; Mike Perri, Service Manager; Jacob Nelson, Quality Control;
Champion Home Builders, Titan Homes Division - Sangerfield, NY

MHC Consultants LLC

Course Development


www.blevinsinc.com
Thank you to: Fred Smith and Tiffany Lawrence for providing manuals, tech specs and demonstration equipment


17

MHC Consultants LLC



Course Development


www.skylinehomes.com
Thank you to: John Jacon for providing images and technical assistance

18

MHC Consultants LLC

Course Development



Thank you to: Christopher Therrian for providing images and technical assistance

19

★

MHC Consultants LLC

Course Development



William Sherman

Assistant Director – Inspection & Manufactured Housing

Division of Building Standards and Codes

NEW YORK STATE

Department of State

Building Standards & Codes

Special thank you to: William Sherman for his invaluable assistance in the creation of this program, and for asking me a question one time at a meeting.

20

MHC Consultants LLC

What is a Manufactured Home?

MHC Consultants LLC


What is a Manufactured Home?

• A structure designed as a **dwelling**

★

MHC Consultants LLC

Let's look at the HUD definitions...



Dwelling and Dwelling Unit

Dwelling "means any structure that contains one to a maximum of four dwelling units, designed to be permanently occupied for residential living purposes."

Dwelling unit "means a single unit that provides complete independent living facilities for one or more persons, where the occupancy is primarily permanent in nature, including permanent provisions for separate living, sleeping, cooking, eating, and sanitation."

25

MHC Consultants LLC

What is a Manufactured Home?

- A structure designed as a dwelling

Manufacturers may not design or build HUD code homes for multifamily or other non-single family residential use.

Retailers may not sell HUD code homes for purposes other than single family use

MHC Consultants LLC

What is a Manufactured Home?

- A structure designed as a **dwelling**
- Transportable in one or more sections
- 8 feet wide (or more) in the traveling mode
- 320 square feet or larger
- Built on a permanent chassis
- With or without a permanent foundation
- Pre-installed plumbing, heating, hvac
- Built after June 15, 1976

And...



What is a Manufactured Home?

- Bearing a seal signifying conformance to the design and construction requirements of the Department of Housing and Urban Development, Manufactured Home Construction and Safety Standards, 24 CFR Part 3280 (HUD Code)



What is a Manufactured Home?





What is an attached Manufactured Home?



What is an attached Manufactured Home?

An *attached manufactured home* is two or more adjacent manufactured homes that are structurally independent from foundation to roof and with open space on at least two sides, but which have the appearance of a physical connection (i.e. zero lot line)

Appendix BA 103

What is a Manufactured Home?



What is a Manufactured Home?





MHC Consultants LLC

What is a Manufactured Home?

A photograph of a manufactured home with a red arrow pointing to it.

MHC Consultants LLC

What is a Manufactured Home?

A photograph of a manufactured home with a white railing and a blue door.

What is a Manufactured Home?



What is a Mobile Home?

*"A manufactured home is not a motor home or trailer, and although it is often called a "mobile home," it is not that either." **

- A structure designed as a **dwelling**
- Built before June 15, 1976

And...

What is a Mobile Home?

May or may not contain a label certifying compliance with NFPA, ANSI or a specific state standard.



★

MHC Consultants LLC

CHECK THIS LIST OF STANDARD EQUIPMENT FOUND IN EVERY SMOKER MOBILE HOME

<p>THERMOFANE PICTURE WINDOWS</p> <p>LARGE ELECTRIC WATER HEATER</p> <p>DELUXE ELECTRIC REFRIGERATOR</p> <p>ALUMINUM SCREEN DOORS</p>	<p>VARIETY OF INTERIOR AND EXTERIOR COLOR SCHEMES PLANNED WITH YOU BY YOUR INTERIOR DECORATOR</p> <p>ELECTRIC BRAKES ON ALL AXLES</p>	<p>DOUBLE BOTTLE GAS TANKS AND RACK</p> <p>APARTMENT SIZE DELUXE GAS RANGE</p> <p>LAST SEAT IN KITCHEN CABINETS</p> <p>HARD RUBBER PLYWOOD WALLS</p>	<p>ADEQUATE STORAGE SPACE</p> <p>POWER FRESH AIR VENTS</p>
---	---	--	--

Specializing in Custom Building

MHC Consultants LLC

What is a *Factory Manufactured Home* ?

- AKA: Modular Home
- A structure designed as a dwelling
- Transportable in sections
- Intended for permanent foundation
- Constructed in a manufacturing facility
- Frame on modular

And...

MHC Consultants LLC

- Bearing a NYS Insignia of Approval signifying conformance to design and construction requirements of the NYS Uniform Fire Prevention and Building Code

Image courtesy of Skyline Champion



43

What is a Park Model Home?

- A structure designed as a **temporary** dwelling
 - Seasonal Use
- Transportable by LD truck
- Built on a single chassis
- 400 Sq Ft or less

And...

What is a Park Model Home?

- A structure designed as a **temporary** dwelling
 - Seasonal Use
- Transportable by LD truck
- Built on a single chassis
- 400 Sq Ft or less

And...

- **May or may not contain a label certifying compliance with ANSI A119.5 "Recreational Vehicle" standard.**



★

MHC Consultants LLC

What is a Park Model Home?

• A structure designed as a **temporary** dwelling

Seasonal Use


• Transportable by LD truck

Built on a single chassis

ANSI A119.5, Standard for Park Model Recreational Vehicles, is developed by the Recreational Vehicle Industry Association (RVIA) and defines a Park Model Recreational Vehicle as, "A single living recreational vehicle that is primarily designed and completed in a single chassis, mounted on wheels, to provide temporary living quarters for recreational, camping or seasonal use, [and] is certified by the manufacturer as complying with all applicable requirements of ANSI A119.5..."

May or may not contain a label certifying compliance with ANSI A119.5

"Recreational Vehicle" standard.



46

★

MHC Consultants LLC

What is a Park Model Home?

• A structure designed as a **temporary** dwelling

Seasonal Use

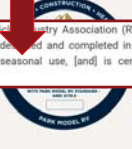
• Transportable by LD truck

Built on a single chassis

ANSI A119.5, Standard for Park Model Recreational Vehicles, is developed by the Recreational Vehicle Industry Association (RVIA) and defines a Park Model Recreational Vehicle as, "A single living recreational vehicle that is primarily designed and completed in a single chassis, mounted on wheels, to provide temporary living quarters for recreational, camping or seasonal use, [and] is certified by the manufacturer as complying with all applicable requirements of ANSI A119.5..."

May or may not contain a label certifying compliance with ANSI A119.5


"Recreational Vehicle" standard.



47

MHC Consultants LLC

What is a Park Model Home?



What is a Park Model Home?





What is a CrossMod ® ?

50



What is a CrossMod ® ?

A CrossMod® is a marketing term for a HUD code home that meets the requirements of the Fannie Mae and Freddie Mac MH Advantage program.

- Multi-Section, not single
- No metal siding
- Eaves 6" or greater
- One of the following:
 - Dormer and covered porch (Min 72 sq. Ft.)
 - Dormer and attached garage or carport
 - Covered porch (Min 72 sq. Ft. And attached garage or carport)
- Low profile finished floor set not to exceed 30" from bottom of floor joist to exterior grade for front or other entry elevation barring site topography

51



What is a CrossMod ® ?

Definition continued:

- One of the Following Energy Standards
 - U-Value of 0.076 or less
 - 2009 International Energy Conservation Code
 - Energy STAR
- Finished Drywall throughout including closets
- All cabinets must be solid wood or veneered
- No plastic features in bathrooms

52



53

MHC Consultants LLC



MHC Consultants LLC



TRAILERS!

MHC Consultants LLC



TRAILERS!

★ IC Consultants LLC



TRAILERS!





APPLICATION FOR TITLE

SECTION 1: GENERAL INFORMATION

1. Make and Model: _____

2. Year: _____

3. VIN: _____

4. Gross Weight: _____

5. Trailer Type: _____

6. How was the trailer obtained? ☐ New ☐ Used ☐ Leased ☐ Salvage

7. Is the trailer currently registered in your state? ☐ Yes ☐ No

8. If Yes, Plate Number: _____

9. How was the manufactured home obtained? ☐ New ☐ Used

10. Serial Number: _____

11. Year: _____

12. Make: _____

13. Color: _____

14. Size (Width x Length): _____

15. Unladen Weight: _____

16. Maximum Gross Weight (for trucks): ☐ Less than 16,000 lbs. ☐ 16,000 lbs. or more

17. Fuel Type: ☐ Gas ☐ Diesel ☐ Electric ☐ None ☐ Other

18. Is the trailer currently registered in your state? ☐ Yes ☐ No

19. If Yes, Plate Number: _____

20. How was the trailer obtained? ☐ New ☐ Used ☐ Leased ☐ Salvage

21. Vehicle Identification Number: _____

22. Year: _____

23. Make: _____

24. Color: _____

25. Unladen Weight: _____

26. Is the trailer currently registered in your state? ☐ Yes ☐ No

27. If Yes, Plate Number: _____

28. Type: ☐ House Trailer ☐ Boat Trailer ☐ Semi Trailer ☐ Refrigerator Trailer ☐ Other



APPLICATION FOR TITLE

SECTION 1: GENERAL INFORMATION

1. Make and Model: _____

2. Year: _____

3. VIN: _____

4. Gross Weight: _____

5. Trailer Type: _____

6. How was the trailer obtained? ☐ New ☐ Used ☐ Leased ☐ Salvage

7. Is the trailer currently registered in your state? ☐ Yes ☐ No

8. If Yes, Plate Number: _____

9. How was the manufactured home obtained? ☐ New ☐ Used

10. Serial Number: _____

11. Year: _____

12. Make: _____

13. Color: _____

14. Size (Width x Length): _____

15. Unladen Weight: _____

16. Maximum Gross Weight (for trucks): ☐ Less than 16,000 lbs. ☐ 16,000 lbs. or more

17. Fuel Type: ☐ Gas ☐ Diesel ☐ Electric ☐ None ☐ Other

18. Is the trailer currently registered in your state? ☐ Yes ☐ No

19. If Yes, Plate Number: _____

20. How was the trailer obtained? ☐ New ☐ Used ☐ Leased ☐ Salvage

21. Vehicle Identification Number: _____

22. Year: _____

23. Make: _____

24. Color: _____

25. Unladen Weight: _____

26. Is the trailer currently registered in your state? ☐ Yes ☐ No

27. If Yes, Plate Number: _____

28. Type: ☐ House Trailer ☐ Boat Trailer ☐ Semi Trailer ☐ Refrigerator Trailer ☐ Other

★ **CONSULTANTS LLC**

APPLICATION FOR TITLE

UNLADEN WEIGHT: ☐ Less than 16,000 lbs. ☐ 16,000 lbs. or more

MAXIMUM GROSS WEIGHT (FOR TRUCKS): ☐ Less than 16,000 lbs. ☐ 16,000 lbs. or more

ADULT SEATING CAPACITY (including Driver): ☐ Yes ☐ No

Is the vehicle currently registered in new owner's name? ☐ Yes ☐ No

C MANUFACTURED HOMES ONLY How was the manufactured home obtained? ☐ New ☐ Used

SERIAL NUMBER: _____

YEAR: _____ MAKE: _____ COLOR: _____ SIZE: _____

Width: _____ Length: _____

D TRAILERS ONLY How was the trailer obtained? ☐ New ☐ Used ☐ Leased ☐ Salvage

VEHICLE IDENTIFICATION NUMBER: _____

YEAR: _____ MAKE: _____ COLOR: _____ UNLADEN WEIGHT: _____

Is the trailer currently registered in new owner's name? ☐ Yes ☐ No

TYPE: ☐ House Trailer ☐ Boat Trailer ☐ Semi Trailer ☐ Refrigerator Trailer ☐ Other

If Yes, Plate Number: _____

★ **CONSULTANTS LLC**

APPLICATION FOR TITLE

UNLADEN WEIGHT: ☐ Less than 16,000 lbs. ☐ 16,000 lbs. or more

MAXIMUM GROSS WEIGHT (FOR TRUCKS): ☐ Less than 16,000 lbs. ☐ 16,000 lbs. or more

ADULT SEATING CAPACITY (including Driver): ☐ Yes ☐ No

Is the vehicle currently registered in new owner's name? ☐ Yes ☐ No

C MANUFACTURED HOMES ONLY How was the manufactured home obtained? ☐ New ☐ Used

SERIAL NUMBER: _____

YEAR: _____ MAKE: _____ COLOR: _____ SIZE: _____

Width: _____ Length: _____

D TRAILERS ONLY How was the trailer obtained? ☐ New ☐ Used ☐ Leased ☐ Salvage

VEHICLE IDENTIFICATION NUMBER: _____

YEAR: _____ MAKE: _____ COLOR: _____ UNLADEN WEIGHT: _____

Is the trailer currently registered in new owner's name? ☐ Yes ☐ No

TYPE: ☐ House Trailer ☐ Boat Trailer ☐ Semi Trailer ☐ Refrigerator Trailer ☐ Other

If Yes, Plate Number: _____

★ **CONSULTANTS LLC**

APPLICATION FOR TITLE

UNLADEN WEIGHT: ☐ Less than 16,000 lbs. ☐ 16,000 lbs. or more

MAXIMUM GROSS WEIGHT (FOR TRUCKS): ☐ Less than 16,000 lbs. ☐ 16,000 lbs. or more

ADULT SEATING CAPACITY (including Driver): ☐ Yes ☐ No

Is the vehicle currently registered in new owner's name? ☐ Yes ☐ No

C MANUFACTURED HOMES ONLY How was the manufactured home obtained? ☐ New ☐ Used

SERIAL NUMBER: _____

YEAR: _____ MAKE: _____ COLOR: _____ SIZE: _____

Width: _____ Length: _____

D TRAILERS ONLY How was the trailer obtained? ☐ New ☐ Used ☐ Leased ☐ Salvage

VEHICLE IDENTIFICATION NUMBER: _____

YEAR: _____ MAKE: _____ COLOR: _____ UNLADEN WEIGHT: _____

Is the trailer currently registered in new owner's name? ☐ Yes ☐ No

TYPE: ☐ House Trailer ☐ Boat Trailer ☐ Semi Trailer ☐ Refrigerator Trailer ☐ Other

If Yes, Plate Number: _____

MHC Consultants LLC
Financial Security
<i>"A person or business entity certified...</i>
<i>must maintain an acceptable deposit account, letter of credit or surety bond in full force and effect...</i>

MHC Consultants LLC
Financial Security
<i>"A person or business entity certified...</i>
<i>must maintain an acceptable deposit account, letter of credit or surety bond in full force and effect...</i>
At all times while certification is in effect;

MHC Consultants LLC
Financial Security
<i>"A person or business entity certified...</i>
<i>must maintain an acceptable deposit account, letter of credit or surety bond in full force and effect...</i>
At all times while certification is in effect;
At all times while certification is suspended; and

MHC Consultants LLC

Financial Security

"A person or business entity certified...

must maintain an acceptable deposit account, letter of credit or surety bond in full force and effect...

At all times while certification is in effect;

At all times while certification is suspended; and

At all times following the expiration or revocation of certification until the expiration of time frame under which a homeowner can file a complaint...

MHC Consultants LLC

Financial Security

"A person or business entity certified...

...time frame under which a homeowner can file a complaint...

If complaint has been filed, until such time as complaint is resolved.

1. 21-B Order satisfied; or
2. 21-B Judgment satisfied; or
3. Appeal timeframe has expired

MHC Consultants LLC

Corporations, LLC's, LLP's

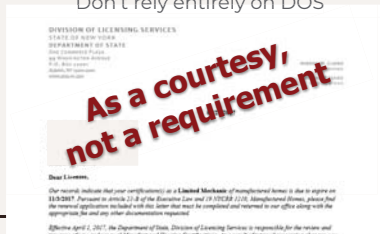
- These business entities applying for recertification must employ...
 - (1) at least one certified person
 - That employee must apply for limited certification
 - meeting the appropriate experience and education requirements
- Payment of appropriate application fees

Individuals Applying for Certification

- Meets the appropriate experience and education requirements.
- Payment of appropriate application fees
- DBA's
 - DOS is now issuing certifications in the name of DBA's

Renewal Documents

Approx. 90 Days prior to your expiration
Mailed to your address of record
Don't rely entirely on DOS



**~~YOUR ATTENDANCE HERE TODAY DOES NOT
AUTOMATICALLY GRANT CERTIFICATION~~**

You must file appropriate application(s)...

Renewal Applications

- Paperwork

New York State
Division of Licensing Services

Renewal of License Certification

Applicant's Information: Please indicate: Applicant is a: ☐ Individual ☐ Trade Name ☐ General Partnership

Applicant's Name: _____

DBA (if any): _____

Street Address: _____

City, State, Zip: _____

Telephone: _____

Fax: _____

Email: _____

Location of retail sales for this application applies to, if different than above: _____

Location of retail sales for this application applies to, if different than above: _____

Applicant's Certification No.: _____

Telephone: (585) 794-7545

Fax: _____

Email: joel@consultwithmhc.com

Location of retail sales for this application applies to, if different than above: _____

Location of retail sales for this application applies to, if different than above: _____

01/15/15 (Rev. 01/15) Page 1 of 1

Renewal Applications

- Address Change
- Entity Type

New York State
Division of Licensing Services

Renewal of License Certification

Applicant's Information: Please indicate: Applicant is a: ☐ Individual ☐ Trade Name ☐ General Partnership

Applicant's Name: _____

DBA (if any): _____

Street Address: _____

City, State, Zip: _____

Telephone: _____

Fax: _____

Email: _____

Location of retail sales for this application applies to, if different than above: _____

Location of retail sales for this application applies to, if different than above: _____

Applicant's Certification No.: _____

Telephone: (585) 794-7545

Fax: _____

Email: joel@consultwithmhc.com

Location of retail sales for this application applies to, if different than above: _____

Location of retail sales for this application applies to, if different than above: _____

01/15/15 (Rev. 01/15) Page 1 of 1

Renewal Applications

- Address Change
- Entity Type
- Applicant's Information

New York State
Division of Licensing Services

Renewal of License Certification

Applicant's Information: Please indicate: Applicant is a: ☐ Individual ☐ Trade Name ☐ General Partnership

Applicant's Name: **Manufactured Housing Community Consultants LLC**

DBA (if any): _____

Street Address: **160 Wilkinson Rd**

City, State, Zip: **Fairport, NY 14450**

Telephone: **(585) 794-7545**

Fax: _____

Email: **joel@consultwithmhc.com**

Location of retail sales for this application applies to, if different than above: _____

Location of retail sales for this application applies to, if different than above: _____

Applicant's Certification No.: **1RETXXXX**

Telephone: (585) 794-7545

Fax: _____

Email: joel@consultwithmhc.com

Location of retail sales for this application applies to, if different than above: _____

Location of retail sales for this application applies to, if different than above: _____

01/15/15 (Rev. 01/15) Page 1 of 1

Renewal Applications

- Address Change
- State of Formation
- Applicant's Information
- **Employee(s)**

Individuals listed below have certification as a Limited Retailer and are in the employ of the applicant		
Name	Certification No.	Certification Expiration Date
Julie Harper	1RETXXXXL001	4/26/2026
Joel Harper	1RETXXXXL002	4/26/2026

If Applicant is an individual indicate completed continuing education as required

Course Name	Course Location (County)	Course Completion Date

Division of Licensing Services

Renewal of License Certification

Applicant's Information: Please indicate how Applicant is a: ☐ Individual ☐ Trust Name ☐ Limited Partnership ☐ Partnership ☐ Joint Venture ☐ Other

Applicant's Name: _____

Applicant's Address: _____

Applicant's City: _____

Applicant's State: _____

Applicant's Zip: _____

Applicant's Phone: _____

Applicant's Email: _____

Applicant's Signature: _____

Applicant's Title: _____

Applicant's Date: _____

Applicant's Signature: _____

Applicant's Title: _____

Applicant's Date: _____

Renewal Applications

- Address Change
- State of Formation
- Applicant's Information
- Employee(s)
- **Financial Security**

Financial Security in the form of ☒ Surety Bond ☐ Deposit Account Control Agreement ☐ Letter of Credit in the amount of \$25,000 satisfying the requirements of 19 NYCRR 1210.05(a) remains in effect.

Division of Licensing Services

Renewal of License Certification

Applicant's Information: Please indicate how Applicant is a: ☐ Individual ☐ Trust Name ☐ Limited Partnership ☐ Partnership ☐ Joint Venture ☐ Other

Applicant's Name: _____

Applicant's Address: _____

Applicant's City: _____

Applicant's State: _____

Applicant's Zip: _____

Applicant's Phone: _____

Applicant's Email: _____

Applicant's Signature: _____

Applicant's Title: _____

Applicant's Date: _____

Applicant's Signature: _____

Applicant's Title: _____

Applicant's Date: _____

Renewal Applications

- Page 2
- **Business Statement**

If you are applying other than as an individual, please answer only the below statement which applies to your particular licensing status.

I own this business and the Trade Name Certificate has been filed in the Office of the County Clerk where the business is located. (By signing this application, you are certifying compliance with this requirement.) ☐ YES ☐ NO

I am a member of this partnership and the Certificate of Partnership has been filed in the office of the County Clerk where the business is located or with the NYS Department of State, Division of Corporations. (By signing this application, you are certifying compliance with this requirement.) ☐ YES ☐ NO

I am an officer of this corporation and the New York State Certificate of Incorporation has been filed with the NYS Department of State, Division of Corporations. (By signing this application, you are certifying compliance with this requirement.) ☐ YES ☐ NO

I am an officer of this foreign (out of state) corporation and an Application for Authority to do business has been filed with the NYS Department of State, Division of Corporations. (By signing this application, you are certifying compliance with this requirement.) ☐ YES ☐ NO

I am a (member) (manager) of this Limited Liability Company, and a copy of the Articles of Organization has been filed with the NYS Department of State, Division of Corporations. (By signing this application, you are certifying compliance with this requirement.) ☒ YES ☐ NO

Division of Licensing Services

Renewal of License Certification

Applicant's Information: Please indicate how Applicant is a: ☐ Individual ☐ Trust Name ☐ Limited Partnership ☐ Partnership ☐ Joint Venture ☐ Other

Applicant's Name: _____

Applicant's Address: _____

Applicant's City: _____

Applicant's State: _____

Applicant's Zip: _____

Applicant's Phone: _____

Applicant's Email: _____

Applicant's Signature: _____

Applicant's Title: _____

Applicant's Date: _____

Applicant's Signature: _____

Applicant's Title: _____

Applicant's Date: _____

MHC Consultants LLC

Renewal Applications

- Page 2
- Business Statement
- **Attestation/Authorized Signature**

By signing this application, you certify that as of the date of this application, you are not under an obligation to pay child support OR if you are under an obligation to pay child support, I am not four or more months in arrears in the payment of child support, or I am making payments for income execution or by court agreed payment or repayment plan or by plan agreed to by the office, or my child support obligation is the subject of a pending court proceeding, or I am receiving public assistance or supplemental security income.

I affirm that I have read and understand the provisions of Article 21-B of the Executive Law and the rules and regulations promulgated thereunder. I further affirm that Violators' Compensation Insurance-Disability Benefits for all employees, if applicable, has been secured.

I further certify, under the penalties of perjury, that the information given above is true to the best of my knowledge and belief. I understand that any material misstatement made may result in the revocation or suspension of the license, if issued.

Signature of Applicant or Authorized Representative: _____ Date: **April 29, 2024**

Printed Name of Applicant or Authorized Representative: _____ Title: **CEO**

Joel Harper

2023-2024 Form 1001-1
Page 2 of 2

MHC Consultants LLC	
Applications Attestation	
You certify that as of the date of application you are	
<ul style="list-style-type: none">• Under no obligation to pay child support	
OR	
<ul style="list-style-type: none">• If under a child support payment obligation<ul style="list-style-type: none">Not more than 4 months in arrears or are making payments under plan	
<ul style="list-style-type: none">• Have Workers' Compensation & Disability Benefits Coverage	
OR	
<ul style="list-style-type: none">• Qualify for and have exemption from coverage requirements	

Application Attestation

You certify that as of the date of application you are

- Under no obligation to pay child support; or
- If under an obligation to pay child support
 - Not more than 4 months in arrears or are making payments under plan

And...

- Have NYS Workers' Compensation & Disability Benefits coverage; or
- Qualify for and have exemption from coverage requirements



81

Application Attestation

You certify that as of the date of application you are

Under no obligation to pay child support; or

If under an obligation to pay child support

- Not more than 4 months in arrears or are making payments under plan

And...

Have NYS Workers' Compensation & Disability Benefits coverage;
or

Qualify for and have exemption from coverage requirements



82

Application Attestation

You certify that as of the date of application you are

Under no obligation to pay child support; or

If under an obligation to pay child support

- Not more than 4 months in arrears or are making payments under plan

And...

Have NYS Workers' Compensation & Disability Benefits coverage;
or

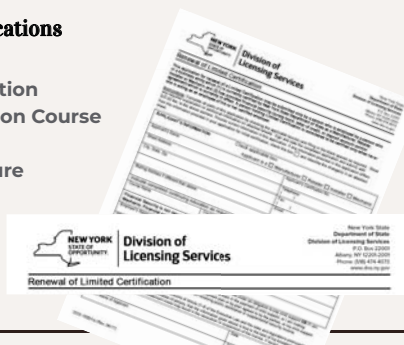
Qualify for and have exemption from coverage requirements



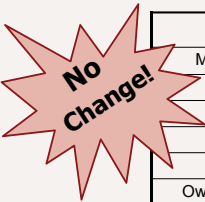
83

Limited Renewal Applications

- Limited Type
- Applicants Information
- Continuing Education Course
- Employer
- Attestation/Signature



Pay the Application Filing Fees



Entity	Renewal
Manufacturer	\$200
Retailer	\$200
Installer	\$200
Mechanic	\$100
Limited	\$25
Owner Occupant	N/A





TOP REASONS WHY:

- The check amount is wrong. Licensing recommends individual checks for individual applications.



TOP REASONS WHY:

- The check amount is wrong. Licensing recommends individual checks for individual applications.
- **License number. Your current number must be on the form. VERIFY IT'S CORRECT!**



TOP REASONS WHY:

- The check amount is wrong. Licensing recommends individual checks for individual applications.
- License number. Your current number must be on the form. VERIFY IT'S CORRECT!
- **ALWAYS include the course completion certificate! Double check to make sure that the name on your certificate matches your application. A legal name on one and a nickname on the other will be rejected.**



TOP REASONS WHY:

- The check amount is wrong. Licensing recommends individual checks for individual applications.
- License number. Your current number must be on the form. VERIFY IT'S CORRECT!
- **ALWAYS include the course completion certificate! Double check to make sure that the name on your certificate matches your application. A legal name on one and a nickname on the other will be rejected.**





TOP REASONS WHY:

- The check amount is wrong. Licensing recommends individual checks for individual applications.
- License number. Your current number must be on the form. **VERIFY IT'S CORRECT!**
- ALWAYS include the course completion certificate! Double check to make sure that the name on your certificate matches your application. A legal name on one and a nickname on the other will be rejected.
- **Just as you limited certification expires, so does the entity's. DON'T FORGET TO RENEW IT!**



TOP REASONS WHY:

- The check amount is wrong. Licensing recommends individual checks for individual applications.
- License number. Your current number must be on the form. **VERIFY IT'S CORRECT!**
- ALWAYS include the course completion certificate! Double check to make sure that the name on your certificate matches your application. A legal name on one and a nickname on the other will be rejected.
- Just as you limited certification expires, so does the entity's. **DON'T FORGET TO RENEW IT!**
- **Previous experience detail. Licensing wants much more detail. Saying general contracting is not enough detail.**



TOP REASONS WHY:

- The check amount is wrong. Licensing recommends individual checks for individual applications.
- License number. Your current number must be on the form. VERIFY IT'S CORRECT!
- ALWAYS include the course completion certificate! Double check to make sure that the name on your certificate matches your application. A legal name on one and a nickname on the other will be rejected.
- Just as you limited certification expires, so does the entity's. DON'T FORGET TO RENEW IT!
- Previous experience detail. Licensing wants much more detail. Saying general contracting is not enough detail
- **On length of employment, putting current.**

Regulation: Part 1210 Certification.

- Multiple Categories
Such as:
 - Manufacturer & Retailer
 - Retailer & Installer
 - Retailer & Mechanic
- Installer with a Limited Mechanic

Regulation: Part 1210 Certification.

Multiple Locations (manufacturers/retailers)
Operating more than one plant or sales location

- Such as Skyline Champion Corporation
 - 36 manufacturing facilities throughout US
 - 9 currently certified for NYSkyline Homes, Champion Homes, Redman Homes, Titan Homes, Atlantic Homes and others
- or CMH Homes, Inc.
- Multiple retail sales centers in NY

Manufacturer Responsibilities**CFR 3282 Procedural and Enforcement Regulations**

- Remedial Actions to Consumer Complaints
 - Must INVESTIGATE within 30 days
 - Is it a MANUFACTURING PROBLEM and does it require action
- In addition, RESEARCH factory records
 - Is there a "CLASS" of homes
 - If so, PLAN of notification and correction

HUD Retailer Responsibilities

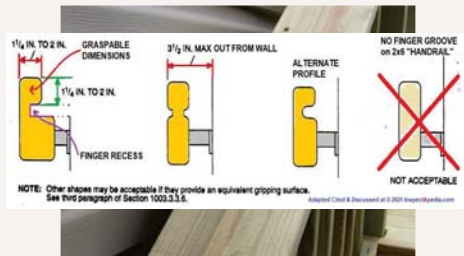
- The structure must be suitable for the climate zones of the project site.
- Retailers cannot alter a home in any manner that would disqualify it as complying with the HUD code. This is through installation or when it is given over for delivery.

HUD Retailer Responsibilities

HUD Retailer Responsibilities



HUD Retailer Responsibilities



HUD Retailer Responsibilities

- Manufacturer's Warranty Seal
- To notify the manufacturer of any defects or non-compliance.
- Retailer must notify the manufacturer of any consumer complaint on any non-complying defect.

HUD Retailer Responsibilities

- Complete purchaser cards

**PLEASE DETACH AND RETURN
WARRANTY REGISTRATION**

OWNER/PURCHASER _____

PHONE ADDRESS _____

CITY _____ **STATE** _____ **ZIP** _____

RETAILER/SELLER _____ **DATE SOLD** _____

PHONE ADDRESS _____

CITY _____ **STATE** _____ **ZIP** _____

LOCATION OF HOME _____

STREET ADDRESS _____

CITY _____ **STATE** _____ **ZIP** _____

DATE OF PURCHASE _____ **DEALER NO.** _____

MODEL NO. _____

	STANDARD HOME ZONE	EXTENSION RPT. (LOAD)	THERMAL ZONE
TIME	HOME ZONE 1 TO 10 PM	SOUTH-20 PM	ZONE 1
	HOME ZONE 10 TO 10 PM	NORTH-10 PM	ZONE 2
	HOME ZONE 9 TO 10 PM	NORTH-10 PM	ZONE 3
	OTHER		

TO BE COMPLETED AFTER FIRST SALE	BUSINESS REPLY MAIL FIRST CLASS PERMIT NO. 3000 NEW YORK, NY POSTAGE WILL BE PAID BY ADDRESSEE BUSINESS REPLY MAIL PERMIT NO. 3000 NEW YORK, NY	
	TO BE COMPLETED AFTER SECOND SALE	BUSINESS REPLY MAIL FIRST CLASS PERMIT NO. 3000 NEW YORK, NY POSTAGE WILL BE PAID BY ADDRESSEE BUSINESS REPLY MAIL PERMIT NO. 3000 NEW YORK, NY
TO BE COMPLETED AFTER THIRD SALE	BUSINESS REPLY MAIL FIRST CLASS PERMIT NO. 3000 NEW YORK, NY POSTAGE WILL BE PAID BY ADDRESSEE BUSINESS REPLY MAIL PERMIT NO. 3000 NEW YORK, NY	

HUD Retailer Responsibilities

Dispute Resolution Notice

- Federal Requirement
- Obtain Consumer Acknowledgement
- Maintain copy for Retailer records

[illegible]

Dispute Resolution Notice

- Federal Requirement
- Obtain Consumer Acknowledgement
- Maintain copy for Retailer records



HUD Retailer Responsibilities

Installation Disclosure Notice

- Federal Requirement
- Obtain Consumer Acknowledgement
- Maintain copy for Retailer records



HUD Retailer Responsibilities

Installation Disclosure Notice

- Federal Requirement
- Obtain Consumer Acknowledgement
- Maintain copy for Retailer records

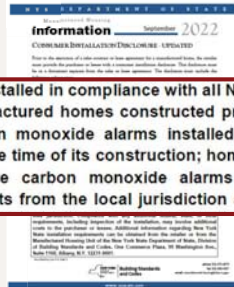


HUD Retailer Responsibilities

Installation Disclosure Notice

- Federal Requirement

homes (new or pre-owned) are required to be installed in compliance with all New York State installation requirements. All manufactured homes constructed prior to July 12, 2021, are required to have carbon monoxide alarms installed in accordance with the Uniform Code in effect at the time of its construction; homes constructed on or after this date shall have carbon monoxide alarms in accordance with the HUD Code. Building permits from the local jurisdiction are



HUD Retailer Responsibilities

Installation Disclosure Notice

- Federal Requirement

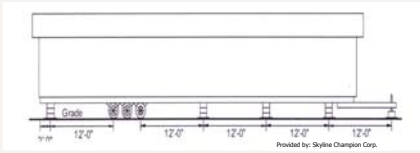


inspected by the local Code Enforcement Official. Any "Alternative Tie-Down and/or Foundation Systems" that deviate from the manufacturer's installation manual must be designed by a NYS Design Professional (pre-owned and new homes) and approved by the manufacturer and Design Approval Primary Inspection Agency (DAPIA) (new homes only). All manufactured homes must be



Display of homes

- Provide temporary blocking per manufacturer's instructions



Display of homes

- Provide temporary blocking per manufacturer's instructions



Retailer Responsibilities

- Provide temporary blocking



114

Retailer Responsibilities

- Provide temporary blocking



115

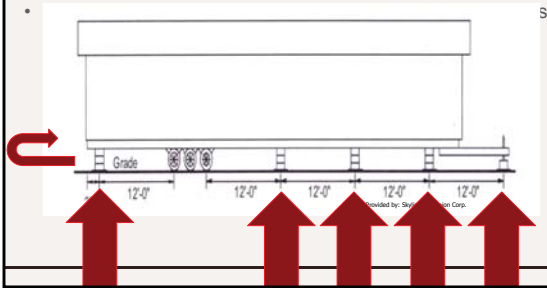
Retailer Responsibilities

- Provide temporary blocking per manufacturer's instructions

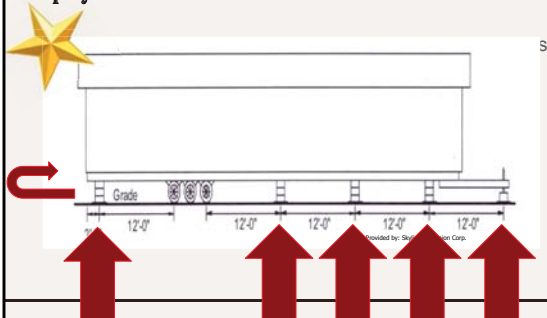


116

Display of homes



Display of homes



Preemption

No state or local authority may establish any standard regarding construction or safety which is not identical to...

New homes are 'CERTIFIED' to comply with provisions of ...
 Manuf. certifies to LAHJ, retailer and purchaser
 Retailer & Installer certify to LAHJ and purchaser

A home not in compliance with the Standards is not preempt



Preemption Exercise

The LAHJ requires:

~~Are fault protection provided in the home~~

Shipped loose assembled drain lines insulated

122

Preemption Exercise

The LAHJ requires:

~~Are fault protection provided in the home~~

~~Shipped loose assembled drain lines insulated~~

123

Preemption Exercise

The LAHJ requires:

~~Are fault protection provided in the home~~

~~Shipped loose assembled drain lines insulated~~

50 psf roof snow load

124

Preemption Exercise

The LAHJ requires:

~~Are fault protection provided in the home~~

~~Shipped loose assembled drain lines insulated~~

~~50 psf roof snow load~~

125

Preemption Exercise

The LAHJ requires:

~~Are fault protection provided in the home~~

~~Shipped loose assembled drain lines insulated~~

~~50 psf roof snow load~~

#6 copper wire to bond chassis of a multi-section home

126

Preemption Exercise

The LAHJ requires:

~~Are fault protection provided in the home~~

~~Shipped loose assembled drain lines insulated~~

~~50 psf roof snow load~~

~~#6 copper wire to bond chassis of a multi-section home~~

127

Preemption Exercise

The LAHJ requires:

~~Are fault protection provided in the home.~~

~~Shipped loose assembled drain lines insulated.~~

~~50 psf roof snow load.~~

~~#6 copper wire to bond chassis of a multi-section home.~~

Carbon monoxide alarm in the home

128

Preemption Exercise

The LAHJ requires:

~~Are fault protection provided in the home.~~

~~Shipped loose assembled drain lines insulated.~~

~~50 psf roof snow load.~~

~~#6 copper wire to bond chassis of a multi-section home.~~

Carbon monoxide alarm in the home

What year was the home built?

129

HUD Code Changes

- Changes to 24 CFR 3280, 3282, and 3285 went into effect September 15th.
- The following are some highlights of those changes, and do not include all changes to the Code.

MHC Consultants LLC

HUD Code Changes continued

- Up to four unit manufactured homes:** Changes to regulatory language allow single family manufactured homes to offer up to four dwelling units while ensuring comprehensive fire safety to occupants by adding benchmarks and guidelines that meet Manufactured Housing Construction and Safety standards.
- Open floor plans, truss designs, and specifications for attics:** The updated requirements for exterior door separation and structural design enable open floorplans that maintain fire safety, clarify unclear provisions, and enable optimization of truss design. In addition, the final rule includes more clarity regarding structural design requirements for attics.
- Ridge roof designs:** Revised definitions and regulatory language allow certain specified roof ridge designs (peak cap and peak flip roof assemblies) without a requirement for specific on-site inspections by a HUD-approved agency, except for certain exclusions. This type of roof installation is common through the industry and uses technology that is time-tested. This update is beneficial for manufacturers and consumers by incorporating more recent design practices into the regulations and eliminating unnecessary inspections and associated costs.
- Materials that facilitate modern design approaches and improve quality:** Updates to reference standards for materials (wood, steel, piping) and products align with other building standards, allow the use of more modern design approaches and installation of alternative materials, and improve the quality and safety of homes for consumers.
- Accessibility improvements:** Modifications to standards for accessible showers comply with national disability standards for roll in showers. This eliminates the need for HUD alternative construction approval and reduce cost and burdens for manufacturers and consumers.
- Modern and energy-saving appliances:** Updated and newly added standards allow for the use of more modern and energy efficient appliances, including gas-fired tankless water heaters, eliminating the need for HUD alternative construction approvals for use of such appliances.
- Additional process efficiencies that save time and reduce costs:** Improved language stipulating prerequisites for the process of obtaining installation licenses increase flexibility for installers; updates to water system piping testing procedures decrease on-site testing time; and utilization of appliance QR codes for manuals and information will reduce paperwork and bookkeeping.

MHC Consultants LLC

HUD Code Changes continued

- Up to four unit manufactured homes:** Changes to regulatory language allow single family manufactured homes to offer up to four dwelling units while ensuring comprehensive fire safety to occupants by adding benchmarks and guidelines that meet Manufactured Housing Construction and Safety standards.
- Open floor plans, truss designs, and specifications for attics:** The updated requirements for exterior door separation and structural design enable open floorplans that maintain fire safety, clarify unclear provisions, and enable optimization of truss design. In addition, the final rule includes more clarity regarding structural design requirements for attics.
- Ridge roof designs:** Revised definitions and regulatory language allow certain specified roof ridge designs (peak cap and peak flip roof assemblies) without a requirement for specific on-site inspections by a HUD-approved agency, except for certain exclusions. This type of roof installation is common through the industry and uses technology that is time-tested. This update is beneficial for manufacturers and consumers by incorporating more recent design practices into the regulations and eliminating unnecessary inspections and associated costs.
- Materials that facilitate modern design approaches and improve quality:** Updates to reference standards for materials (wood, steel, piping) and products align with other building standards, allow the use of more modern design approaches and installation of alternative materials, and improve the quality and safety of homes for consumers.
- Accessibility improvements:** Modifications to standards for accessible showers comply with national disability standards for roll in showers. This eliminates the need for HUD alternative construction approval and reduce cost and burdens for manufacturers and consumers.
- Modern and energy-saving appliances:** Updated and newly added standards allow for the use of more modern and energy efficient appliances, including gas-fired tankless water heaters, eliminating the need for HUD alternative construction approvals for use of such appliances.
- Additional process efficiencies that save time and reduce costs:** Improved language stipulating prerequisites for the process of obtaining installation licenses increase flexibility for installers; updates to water system piping testing procedures decrease on-site testing time; and utilization of appliance QR codes for manuals and information will reduce paperwork and bookkeeping.

MHC Consultants LLC

HUD Code Changes continued

- Up to four unit manufactured homes:** Changes to regulatory language allow single family manufactured homes to offer up to four dwelling units while ensuring comprehensive fire safety to occupants by adding benchmarks and guidelines that meet Manufactured Housing Construction and Safety standards.
- Open floor plans, truss designs, and specifications for attics:** The updated requirements for exterior door separation and structural design enable open floorplans that maintain fire safety, clarify unclear provisions, and enable optimization of truss design. In addition, the final rule includes more clarity regarding structural design requirements for attics.
- Ridge roof designs:** Revised definitions and regulatory language allow certain specified roof ridge designs (peak cap and peak flip roof assemblies) without a requirement for specific on-site inspections by a HUD-approved agency, except for certain exclusions. This type of roof installation is common through the industry and uses technology that is time-tested. This update is beneficial for manufacturers and consumers by incorporating more recent design practices into the regulations and eliminating unnecessary inspections and associated costs.
- Materials that facilitate modern design approaches and improve quality:** Updates to reference standards for materials (wood, steel, piping) and products align with other building standards, allow the use of more modern design approaches and installation of alternative materials, and improve the quality and safety of homes for consumers.
- Accessibility improvements:** Modifications to standards for accessible showers comply with national disability standards for roll in showers. This eliminates the need for HUD alternative construction approval and reduce cost and burdens for manufacturers and consumers.
- Modern and energy-saving appliances:** Updated and newly added standards allow for the use of more modern and energy efficient appliances, including gas-fired tankless water heaters, eliminating the need for HUD alternative construction approvals for use of such appliances.
- Additional process efficiencies that save time and reduce costs:** Improved language stipulating prerequisites for the process of obtaining installation licenses increase flexibility for installers; updates to water system piping testing procedures decrease on-site testing time; and utilization of appliance QR codes for manuals and information will reduce paperwork and bookkeeping.

HUD Code Changes continued

- **Up to four unit manufactured homes:** Changes to regulatory language allow single family manufactured homes to offer up to four dwelling units while ensuring comprehensive fire safety to occupants by adding benchmarks and guidelines that meet Manufactured Housing Construction and Safety standards.
- **Open floor plans, truss designs, and specifications for attics:** The updated requirements for exterior door separation and structural design enable open floorplans that maintain fire safety, clarify unclear provisions, and enable optimization of truss design. In addition, the final rule includes more clarity regarding structural design requirements for attics.
- **Ridge roof designs:** Revised definitions and regulatory language allow certain specified roof ridge designs (peak cap and peak flip roof assemblies) without a requirement for specific on-site inspections by a HUD-approved agency, except for certain exclusions. This type of roof installation is common through the industry and uses technology that is time-tested. This update is beneficial for manufacturers and consumers by incorporating more recent design practices into the regulations and eliminating unnecessary inspections and associated costs.
- **Materials that facilitate modern design approaches and improve quality:** Updates to reference standards for materials (wood, steel, piping) and products align with other building standards, allow the use of more modern design approaches and installation of alternative materials, and improve the quality and safety of homes for consumers.
- **Accessibility improvements:** Modifications to standards for accessible showers comply with national disability standards for roll in showers. This eliminates the need for HUD alternative construction approval and reduce cost and burdens for manufacturers and consumers.
- **Modern and energy-saving appliances:** Updated and newly added standards allow for the use of more modern and energy efficient appliances, including gas-fired tankless water heaters, eliminating the need for HUD alternative construction approvals for use of such appliances.
- **Additional process efficiencies that save time and reduce costs:** Improved language stipulating prerequisites for the process of obtaining installation licenses increase flexibility for installers; updates to water system piping testing procedures decrease on-site testing time; and utilization of [appliance QR codes for manuals](#) and information will reduce paperwork and bookkeeping.

Other Important Updates

Other Important Updates

The All Electric Building Act says that manufactured homes, as defined in subdivision 7 of section 601 of the executive law, have an exemption for allowing the installation and use of fossil fuel equipment and building systems.

★

Other Important Updates

The new Uniform Fire Prevention and Building Code is went into effect 12/31/25.

Some highlights:

★

UFPBC Update

Additionally the Appendix has been revised, reorganized, and renumbered.

Section	2020 Appendix E	2025 Appendix BA
Scope	AE101	BA101
Permits	AE103	BA105
Definitions	AE201	BA103
Foundation Systems	AE402	BA114
Skirting & Perimeter Enclosures	AE403	BA115
Exits	AE405	BA118

MHC Consultants LLC147

MHC Consultants LLC

Installer Responsibilities

- Foundation inspected & approved by LAHJ
 - 1210.16(e)(2) "include, without limitation, a warranty that the foundation or supports...were inspected and approved by the governmental agency...responsible for enforcing the uniform code in the jurisdiction in which the manufactured home was installed..."
- Foundation must meet UFPBC

★	MHC Consultants LLC
Installer Responsibilities	
<ul style="list-style-type: none">• Foundation inspected & approved by LAHJ• Installation meets UFPBC<ul style="list-style-type: none">– BA401 "...installation instructions provided by the manufacturer."– Including connections to utilities• Alternative Construction Inspections – notify Manuf.	

	MHC Consultants LLC
Installer Responsibilities	
<ul style="list-style-type: none">• Foundation inspected & approved by LAHJ• Installation meets all aspects of UFPBC• Covering the work of others (subcontractors)<ul style="list-style-type: none">– Oversight– Documentation	

	MHC Consultants LLC
Do NOTs	
<ul style="list-style-type: none">• Do not place a warranty seal if you cannot warrant the work of others.• Do not place a warranty seal if you cannot do the work correctly. Find someone who can!• The Installer of Record cannot select or omit any part of the work required to make the home suitable for use as a dwelling.	

Do NOT's

- Do not place a warranty seal if the installation

IS NOT COMPLETE

ie: deck, stairs, handrails, etc.

"You just bought the noncompliance"

Warranty Seals

- **Guarantee from the Manufacturer**
 - Approved by HUD
 - Construction per HUD codes
 - Certified by DOS



Warranty Seals

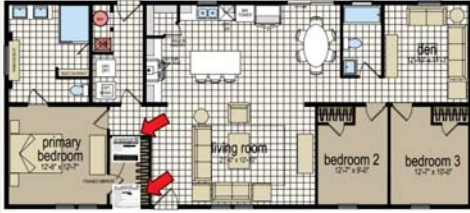
- Guarantee from the Manufacturer
- **Guarantee from the Installer**
 - Installed per code
 - Installer Certified by DOS
 - Foundation approved



Also req. for "Owner-occupant"

Warranty seals

- Permanently attached
 - Largest closet in the largest bedroom





- If an owner contracts work themselves, they are still required to hire a certified *entity* to oversee the work and affix a warranty seal.

**If it happens at the site
The LAHJ has the right**

Including:

- work outside of HUD Code
- not authorized by manufacturer
- non DAPIA repairs



No CO shall be issued !!!

- After January 1, 2006
- UNLESS:
 - Manufacturer's seal is attached

AND



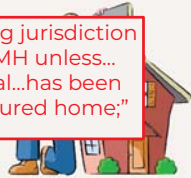
No CO shall be issued !!!

- After January 1, 2006

- UNLESS:
 - Manufacturer's seal is attached

AND

1210.16(g) No authority having jurisdiction shall issue a CofO for any MH unless... "the installer's warranty seal...has been attached to such manufactured home;"



No CO shall be issued !!!

- After January 1, 2006
- UNLESS:
 - Manufacturer's seal is attached
 - Installer's seal is attached

- **The government entity shall NOT RELY on the Installer's Seal**

- Independent inspection of the installation must be made



No CO shall be issued

• After January 1, 2010

• UNLESS:

– Manufacturer's seal is present

– Installer's seal is present

• The government seal is required

– Independent inspection must be made

C Consultants LLC



MHC Consultants LLC

C. of O. and Warranty Seals

• Pay attention to 1210.18(b)

– A complaint...filed with the DOS within 1 year & 10 days after the date of service, installation, **issuance of a certificate of occupancy, or the expiration of a warranty, whichever is later.**

MHC Consultants LLC

• Installation: May 15, 2024

163

MHC Consultants LLC

Installation: May 15, 2024

• May 25, 2025

164

MHC Consultants LLC

• Installation: May 15, 2024

• **Date of CO: July 29, 2024**

• May 25, 2025

165

MHC Consultants LLC

• Installation: May 15, 2024

• Date of CO: July 29, 2024

• May 25, 2025

• **August 8, 2025**

166

- Installation: May 15, 2024
- Date of CO: July 29, 2024
- **Warranty Expiration: August 1, 2025**
 - May 25, 2025
 - August 8, 2025

- Installation: May 15, 2024
 - Date of CO: July 29, 2024
 - Warranty Expiration: August 1, 2025
 - May 25, 2025
 - August 8, 2025
 - **August 11, 2026**
- “...whichever is later.”

- Installation: May 15, 2024
 - Date of CO: July 29, 2024
 - Warranty Expiration: August 1, 2025
 - May 25, 2025
 - August 8, 2025
 - **August 11, 2026**
- “...whichever is later.”



Installer's Reporting

- Updated form on DOS website
- General Stuff
 - DOS form
 - Name and address
 - Quarterly reporting period

Installer's Reporting

No Homes Installed this Quarter?	If you have not installed any homes in the State of New York for this reporting period mark an X in the box and mark NONE in Schedule of Installed Units section and then mail this report.	<input type="checkbox"/>
Has your address or business information changed?	If so, call the Dept. of State at (518) 474-4073 or mark an X in the box and enter new information above.	<input type="checkbox"/>
Final Report?	If so, mark an X in the box if you are discontinuing your business operations and this is your final report. Attach your Certification and unused warranty seals to this report.	<input type="checkbox"/>
Accountability for Unused Warranty Seals Physical count of unused warranty seals remaining: <input type="text"/>		

Installer's Reporting

- Home details
 - Warranty Seal No.
 - Owner

MHC Consultants LLC

Installer's Reporting

Authorized signature
Certification that installation meets NYSUPFBC

Accountability for Unused Warranty Seals	
Physical count of unused warranty seals remaining ▶	12

The undersigned Installer certifies that it is certified as an installer by the New York State Department of State pursuant to Article 21-b of Executive Law, that the information contain herein is correct to the best of its knowledge, information and belief and this report is filed pursuant to 19 NYCRR 1210, Manufactured Homes. The undersigned further certifies that all manufactured home installations listed herein meet the standards of the New York State Uniform Fire Prevention and Building Code.

John Hancock
Name of Installer or Authorized Representative

Managing Member
Designated Representative
(518) 474-4073
Telephone Number

Page 2 of 2

MHC Consultants LLC

Where to mail reports and attachments
New York State Department of State
Division of Building Standards and Codes
One Commerce Plaza, Suite 1160
99 Washington Avenue
Albany, NY 12231
 Or via email to: quarterlyinstallerreports@dos.ny.gov

Installer's

Installer's Certificate Number

Name (as it appears on Certificate)

DBA (doing business as)

Number and Street

DOS 1836-f (Rev. 07/22)

4th Quarter: October 1 – December 31

Reporting Periods

1st Quarter: January 1 – March 31

2nd Quarter: April 1 – June 30

3rd Quarter: July 1 – September 30

4th Quarter: October 1 – December 31

★

Installer's Reporting

- Updated form
- General Stuff
 - DOS form
 - Name and address
 - Quarterly reports

MHC Consultants LLC

For Manufacturers and Installers

Manufacturers are required to file a Manufacturer's Warranty Seal for each home it builds for sale or installation in an unimproved lot in New York State. Other forms for Manufacturer Warranty Seals may be downloaded below.

Installers are required to file an Installer's Warranty Seal for each home it installs in New York State. Other forms for Installer Warranty Seals may be downloaded below.

Manufacturers are required to file the reports to the Department of State identifying homes built for sale or installation in an unimproved lot in New York State during the reporting period. These reports can be filed on a quarterly or monthly basis. Manufacturer's Warranty Seal Reports may be downloaded below or submitted electronically utilizing the link below.

Installers are required to file the quarterly reports to the Department of State identifying homes installed in New York State during the reporting period. Installer's Quarterly Warranty Seal Reports may be downloaded below or submitted electronically utilizing the link below.

- 1. [Click Here: Manufacturer's Warranty Seal](#)
- 2. [Click Here: Installer's Warranty Seal](#)
- 3. [Installer's Quarterly Warranty Seal Report](#)
This form can be submitted online.
- 4. [Manufacturer's Quarterly Warranty Seal Report - additional forms](#)
- 5. [Manufacturer's Quarterly Warranty Seal Report](#)
This form can be submitted online.
- 6. [Manufacturer's Monthly Warranty Seal Report](#)
This form can be submitted online.

★

For Manufacturers and Installers

C Consultants LLC

Installer's Reporting

- Updated form
- General Stuff
 - DOS form
 - Name and address
 - Quarterly report

Manufacturers are required to affix a Manufacturer's Warranty Seal for each home it builds for sale or installation in or shipment to New York State. Order form for Manufacturer's Warranty Seal may be downloaded below.

Installers are required to affix an Installer's Warranty Seal to each home it installs in New York State. Order form for Installer's Warranty Seal may be downloaded below.

Manufacturers are required to file reports to the Department of State identifying homes built for sale or installation in, or shipment to New York State during the reporting period. These reports can be filed on a quarterly or monthly basis. Manufacturer's Warranty Seal Reports may be downloaded below or submitted electronically utilizing the link below.

Installers are required to file quarterly reports to the Department of State identifying homes installed in New York State during the reporting period. Installer's Quarterly Warranty Seal Reports may be downloaded below or submitted electronically utilizing the link below.

Order Form: Manufacturer's Warranty Seal

Order Form: Installer's Warranty Seal

Installer's Quarterly Warranty Seal Report

Installer's Quarterly Warranty Seal Report...additional

Manufacturer's Quarterly Warranty Seal Report

Manufacturer's Monthly Warranty Seal Report

Download

Download

Download

Download

Download

Download

Reporting Standards

State Report

★

For Manufacturers and Installers

C Consultants LLC

Installer's Reporting

- Updated form
- General Stuff
 - DOS form
 - Name and address
 - Quarterly report

Warranty Seal Report Form

Please select the type of warranty report to be submitted.*

☐ Installer's Quarterly Warranty Seal Report

☐ Manufacturer's Quarterly Warranty Seal Report

☒ Manufacturer's Monthly Warranty Seal Report

Submit

Powered by ArcGIS Survey123

★

For Manufacturers and Installers

C Consultants LLC

Installer's Reporting

- Updated form
- General Stuff
 - DOS form
 - Name and address
 - Quarterly report

Warranty Seal Report Form

Please select the type of warranty report to be submitted.*

☒ Installer's Quarterly Warranty Seal Report

☐ Manufacturer's Quarterly Warranty Seal Report

☐ Manufacturer's Monthly Warranty Seal Report

Submit

Powered by ArcGIS Survey123

- Updated form on D
- General Stuff
 - DOS form
 - Name and address
 - Quarterly reporting

[illegible]

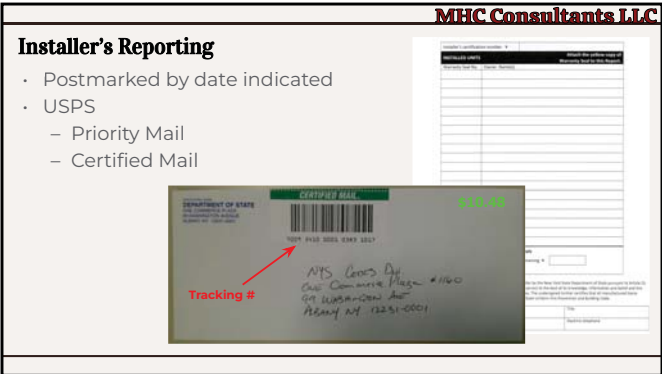
- Updated form on D
- General Stuff
 - DOS form
 - Name and address
 - Quarterly reporting

[illegible]

- Updated form on D
- General Stuff
 - DOS form
 - Name and address
 - Quarterly reporting









Enforcement Actions

Failure to file Quarterly Report

- Violation Article 21-B
- Plea Agreement Settlement Letter
 - Fine amount \$100
 - Returned by indicated date – case closed
 - Failure or request for hearing then*
- Referred to Office of Administrative Hearings
 - Fine Increased!!!
 - OAH moves ahead this hearing process

Condition of Certification

... shall be deemed to agree

- (1) to submit to the jurisdiction of the DOS
- (2) to accept service of any notice, complaint, or other paper provided by the DOS
- (3) be bound by any consent order, decision, or final decision and order made

Dispute Resolution Process

Department of State Review

- Complaint valid or not
- Notification to parties involved
- Parties have 30 days to respond to DOS notification (1210.18(e))

Informal Resolution

- The Codes Div. shall be permitted, but not required, to attempt to resolve any complaint informally
- Process may be commenced at any time after complaint filed

191

Informal Resolution

- If Codes Div. elects out or attempts are unsuccessful, referred to Office of Administrative Hearings



Department of State
Administrative Hearings

192

Formal Resolution in front of a Law Judge

- Complainant v. Respondent



193

Formal Resolution in front of a Law Judge



- Complainant v. Respondent



194

Formal Resolution in front of a Law Judge



- Complainant v. Respondent
- Order compensation
- Apportion liability between multiple parties, where appropriate.

195

Formal Resolution in front of a Law Judge



- Complainant v. Respondent
- Order compensation
- Apportion liability between multiple parties, where appropriate.
- ***Compensation shall not be limited to financial security amounts***

196

Appeal to the Secretary of State, Walter T. Mosley



197

Judicial Review

- Article 78 of Civil Practice Law and Rules
- New York Supreme Court
- Review agency actions
- Make determination



198

Enforcement Actions Civil Penalties

- Violations of Executive Law 21-B

or

- Violations of 24 CFR (As of July 14, 2025)
 - Up to **\$3,650** per single violation
 - Up to **\$4,562,282** for a series of related violations



199

**Additional Enforcement Actions**

- Sale of units to Uncert'd Retailer
- Business during Lapse of Cert
- Business while not Certified period
 - “Nothing...shall excuse any person or business entity required to be certified from the obligation of obtaining such certification.”

200

• Violations found during Retail Lot Audit

- Temporary Storage
- Dispute Notices
- Purchaser Cards
- Delivery Inspections
- Notifications to Manufacturer of complaints or non conformances

201

• Violations found during Dispute Resolution

Additional action will be brought by DOS against the responsible party for any non-compliance concerning Manufacture, Sale, Installation or Service, *not related to original complaint.*

202

Suspension and Revocation of Certifications

- Substantial violation of Article 21-B or this Part
- Material misstatement in any application
- Fraud or fraudulent practices
- Dishonest or misleading advertising
- Untrustworthiness or incompetency
- Failed to comply with Article 21-B order
- Ceased to satisfy the financial responsibility
- Manufacturer ceased to be approved by HUD
- Failed to complete continuing education requirements

203



"If you don't have time to do it right, when will you have time to do it over?" – John Wooden

John Robert Wooden is considered the greatest NCAA basketball head coach of all time.



Residential Code, Appendix BA: Manufactured Housing Used as Dwellings

2020 Residential Code of New York State

Effective: May 12, 2020-December 30,2025



★

New Code



2025 Uniform Code

Based on 2024 I-Codes Published in State Register: 10/1/25

90 Day Transitional Period

Effective Date: 12/31/25

MHC Consultants LLC208

★

UFPBC Update



MHC Consultants LLC209

★

UFPBC Update




Changes to the 2025 Residential Code of New York State.

MHC Consultants LLC210

★

UFPBC Update

The overall layout and appearance of the Uniform Code has been modified.



MHC Consultants LLC

211

★

UFPBC Update

APPENDIX
BA

MANUFACTURED HOUSING USED AS DWELLINGS


The appendices were reorganized and renamed to improve clarity and organization. Appendices related to building planning and construction were given the group B designation, and the Manufactured Housing appendix was renamed Appendix BA.

MHC Consultants LLC

212

★

Make sure that when you use plans, they reference the 2025 RCNYS, not the 2020 RCNYS.



213

Make sure that when you use plans, they reference the 2025 RCNYS, not the 2020 RCNYS.



TITLE: INSTALLATION		DRAWING NO.
FROST FREE SLAB DESIGN (NORTHEAST REGION) (IRC 2015, IRC 2018 & NYS 2020)		IN02.01.01D
DRAWN BY: CHB	DATE: 09/18/19	SHEET: 1 OF 4
SCALE: INDER NEL		
		
MANUFACTURED BEAUTIFULLY™ 738 W. 860 Street, North, Suite 100, NY, NY 10004 PHONE: 212-614-8200		

Make sure that when you use plans, they reference the 2025 RCNYS, not the 2020 RCNYS.

DESCRIPTION	DATE
NEW CONSTRUCTION	01-13-2025

TITLE	DRAWING NO.
PROPOSED CONSTRUCTION OF A NEW SINGLE-FAMILY RESIDENTIAL DWELLING (NORTHEAST REGION) (IRC 2015 TO 2024 & 2025 RCNYS)	1002.01.01

NEW CONSTRUCTION OF A NEW SINGLE-FAMILY RESIDENTIAL DWELLING

1 OF 1

[illegible]

<div> <div>★</div> <div> <div>APPENDIX</div> <div>BA</div> </div> </div> <div>MANUFACTURED HOUSING USED AS DWELLINGS</div>	MHC Consultants LLC
Scope... <i>applicable only to a manufactured home used as a single dwelling unit ...</i>	
<ul style="list-style-type: none"> • Foundations for Installation • Connections to Services • Alterations, additions, repairs or relocation • Flood Zones 	

APPENDIX
BA

MANUFACTURED HOUSING USED AS DWELLINGS

Scope... applicable only to a manufactured home used as a **single dwelling** unit ...

- Foundations for Installation
- Connections to Services
- Alterations, additions, repairs or relocation
- Flood Zones

★

MHC Consultants LLC

Residential Code, Appendix BA:
BA102.5 Existing Occupancy

Modifications
Complying
with


Equal
Whatever
You need

★

MHC Consultants LLC

Residential Code, Appendix BA:
BA102.7 Relocations


Relocated
manufactured homes
"SHALL have a
manufacturers label
certifying compliance
with applicable HUD
Manufactured Home
Construction and Safety
Standards, and a data
plate, affixed in the
manufacturing facility..."



★

MHC Consultants LLC

A statement "This
manufactured home is
designed to comply with the
federal mobile home
construction and safety
standards in force at the time
of manufacture."
Reference to structural zone
and wind zone.
Data relative to the heating,
insulation zone, and outdoor
design temperature.



Relocation -Exception

- Mobile homes manufactured **BEFORE** June 15, 1976, need not comply with these provisions if they have been inspected by an agency or individual acceptable to the *building official* to determine that they are:
 - Structurally sound
 - Free of heating and electrical system hazards
- Written documentation signed by the agency or individual performing the inspection shall be submitted to the *building official*

**Residential Code, Appendix BA:****BA104 Permits and Inspections**

- Permit shall be obtained to install, alter, remodel, repair or add accessory buildings or structures to a manufactured home...

**Residential Code, Appendix BA:****BA 104 Permits and Inspections**

- Permit shall be obtained to install, alter, remodel, repair or add accessory buildings or structures to a manufactured home...
- Application for permit shall include the identity of the person or entity certified pursuant to Part 1210 or be obtained by the homeowner...

★

MHC Consultants LLC

Residential Code, Appendix BA:

BA 104 Permits and Inspections

• Permit shall be obtained to install, alter, remodel, repair or add accessory buildings or structures to a manufactured home...

• Application for permit shall include the identity of the person or entity certified pursuant to **Part 1210** or be obtained by the homeowner...

• Work shall be inspected – including, but not limited to the foundation, support, anchorage, connection of multi-sectional homes, and building service equipment.

★

MHC Consultants LLC

Residential Code, Appendix BA:

BA 103 Definitions

To partner with the definition in Article 21-b

• Manufactured Home Installation (and Setting). Construction that is required for the installation of a manufactured home, including the construction of the foundation system, required structural connections thereto and the installation of on-site water, gas, electrical and sewer systems and connections thereto that are necessary for the normal operation of the manufactured home.

★

MHC Consultants LLC

Residential Code, Appendix BA:

BA 103 Definitions

To partner with the definition in Article 21-b

• Manufactured Home Installation (and Setting). Construction that is required for the installation of a manufactured home, including the construction of the foundation system, required structural connections thereto and the installation of on-site water, gas, electrical and sewer systems and

Article 21-b: Installation means “the affixation of a manufactured home to a foundation or supports at a building site; the assembly and fastening of structural components of ...”

: normal

I'm not installing it, I'm only moving, blocking and leveling...





Residential Code, Appendix BA:

BA 112 Location on property

- MH and accessory buildings shall be located in accordance with R302.1 or any other law or regulation regarding separation distances (local laws/zoning ordinances)





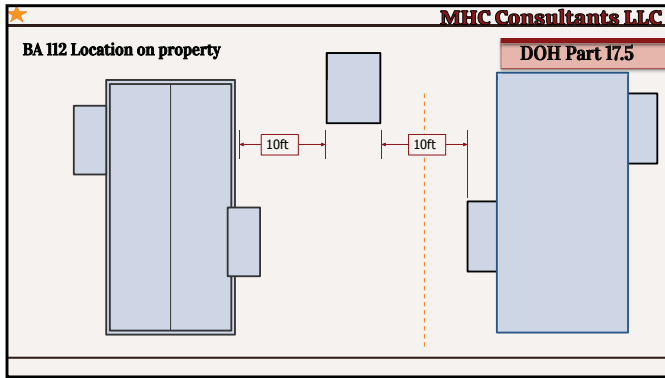
Residential Code, Appendix BA:

BA 112 Location on property

- MH and accessory buildings shall be located in accordance with R302.1 or any other law or regulation regarding separation distances (local laws/zoning ordinances)



Such as perhaps Part 17.5 which requires 10' minimum spacing between homes and accessory buildings or structures



★ **MHC Consultants LLC**

Residential Code, Appendix BA:
BA113

New Home Installation

- Install according to manufacturer's installation instructions

★ **MHC Consultants LLC**

Residential Code, Appendix BA :
BA401

RELOCATED Home Installation

- Install according to manufacturer's installation instructions
- If not available...

SITE CONSTRUCTION

★

MHC Consultants LLC

Residential Code, Appendix BA:
BA113

RELOCATED Home Installation

- Install according to manufacturer's installation instructions
- If not available...
 - HUD Model Installation Standard (24-CFR-3286)



★

MHC Consultants LLC

Residential Code, Appendix BA:
BA113

RELOCATED Home Installation

- Install according to manufacturer's installation instructions
- If not available...
 - HUD Model Installation Standard (24-CFR-3286)
 - NFPA 225 (2021) Manufactured Home Installation



★

MHC Consultants LLC

Residential Code, Appendix BA:
BA114Footings & Foundations

Footings and foundations shall be constructed...and in all cases **shall** extend below the frost line.