

Manufactured Housing Certification Renewal Training



Joel Harper
CEO





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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: mfg0009505
 Course provider: MHC Consultants LLC
 Location: Online

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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.

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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

17

Course Development
Utilized Installation Instruction Manual for



CHAMPION
HOMES
www.titanhomesny.com

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

Course Development



www.blevinsinc.com

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

Course Development



www.skylinehomes.com

Thank you to: John Jacon for providing images and technical assistance

What is a Manufactured Home?

· A structure designed as a dwelling

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."



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

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

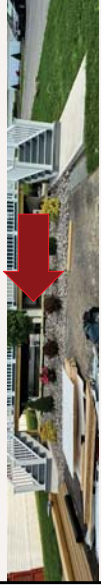
What is a Manufactured Home?



What is a Manufactured Home?



What is a Manufactured Home?



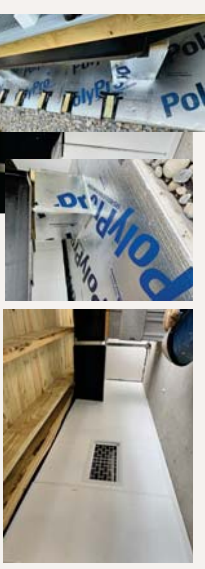
What is a Manufactured Home?



What is a Manufactured Home?



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.



CHECK THE LIST OF STANDARDS SPECIFICALLY FOUND IN EVERY MANUFACTURED HOME!

IDENTIFICATION PLATE, MANUFACTURER'S LABEL, OR APPROVAL AND LISTING LABELS MUST BE PRESENT ON ALL MANUFACTURED HOMES. IF ANY OF THESE LABELS ARE MISSING, THE HOME IS NOT A MANUFACTURED HOME.

FOR MORE INFORMATION, CONTACT: MHC CONSULTANTS LLC, 10000 W. 10TH AVENUE, SUITE 100, DENVER, COLORADO 80202



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...

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

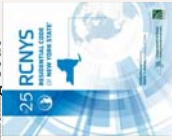


Image courtesy of Skyline Champion



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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...

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What is a Park Model Home?

- A structure designed as a temporary dwelling
 - Seasonal Use
- Transportable by LD truck
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And...

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



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What is a Park Model Home?

- A structure designed as a temporary dwelling
 - Seasonal Use
- Transportable by LD truck

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 piece on a single chassis, designed for temporary living in a park, campground, or other recreational area, and, when used, [and] is certified by the manufacturer in compliance with all applicable provisions of ANSI A119.5."

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



What is a Park Model Home?

- A structure designed as a temporary dwelling

Seasonal Use

- Transportable by a D truck

Built on a chassis

ANSI A119.5 Standard for Park Model Homes. A vehicle, as 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 structure on wheels, axles, chassis, and frame, and is designed for seasonal, temporary, camping or seasonal use. [and] is certified by the manufacturer with all requirements of ANSI A119.5.

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



What is a Park Model Home?



What is a Park Model Home?



What is a CrossMod® ?

What is a CrossMod® ?

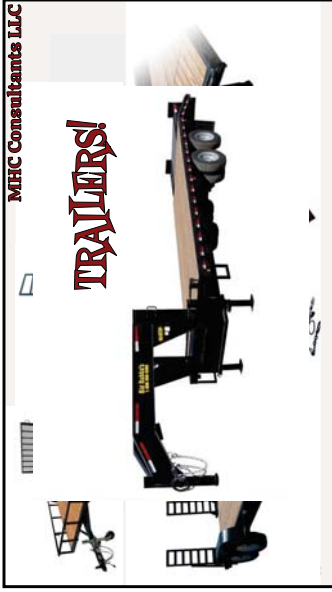
A CrossMod® is a marketing term for a HUD code home that meets the requirements of the *Fannie Mae and Freddie Mac MH Advantage program.*

- Multi-Section, not single
- No metal siding
- Eaves 6" or greater
- One of the following:
 - Dormer and covered porch (Min 72sq. 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

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
- Finish throughout including closets
- All cabinetry to be solid wood or veneered
- No plastic features in bathrooms



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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;

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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

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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...**

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

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

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Renewal Documents

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

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Renewal Documents

Approx. 90 Days prior to your expiration
Mailed to your address of record
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Renewal Documents

Certified Retailer Certification is Due to Expire on 04/24/2026


Dear Licensee,

Our records indicate that your certification(s) as a Certified Retailer of manufactured homes is due for renewal on 04/24/2026. Pursuant to Article 21-B of the Executive Law and § 19-208B(1) of the Manufactured Home Code, please find the renewal application included with this letter that must be completed and returned to our office along with the appropriate fee and any other documentation requested.

Effective April 1, 2017, the Department of State, Division of Licensing Services is responsible for the review and issuance of new and renewal Manufactured Housing Certifications. As a result of this change in jurisdiction, you may notice that our application forms have changed. Specifically, the

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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



86

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Application Attestation
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 Under no obligation to pay child support; or
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 under plan
 And...
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 or
 Qualify for and have exemption from coverage requirements



87

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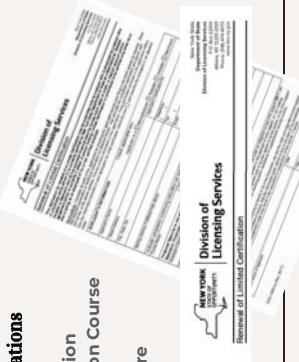
Application Attestation
 You certify that as of the date of application you are
 Under no obligation to pay child support; or
 If under an obligation to pay child support
 – Not more than 4 months in arrears or are making payments
 under plan
 And...
 Have NYS Workers' Compensation & Disability Benefits coverage;
 or
 Qualify for and have exemption from coverage requirements



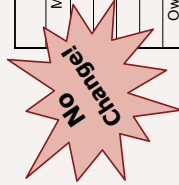
88

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 Limited	\$100
Owner Occupant	\$25
	N/A





TOP REASONS WHY:

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



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- **Just as you limited certification expires, so does the entity's. DON'T FORGET TO RENEW IT!**



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- **Previous experience detail. Licensing wants much more detail. Saying general contracting is not enough detail.**



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- 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

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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 NY
- Skyline Homes, Champion Homes, Redman Homes, Titan Homes, Atlantic Homes and others
- or CMH Homes, Inc.
- Multiple retail sales centers in NY

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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

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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.

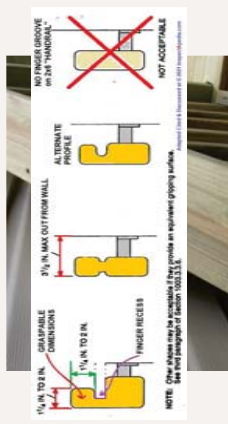
HUD Retailer Responsibilities



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 COMPLETE THIS CARD AND RETURN TO THE BUYER.

BUYER'S ADDRESS: STREET ADDRESS, CITY, STATE, ZIP

SELLER'S ADDRESS: STREET ADDRESS, CITY, STATE, ZIP

PROPERTY ADDRESS: STREET ADDRESS, CITY, STATE, ZIP

COUNTY: STATE: ZIP:

BUYER'S COPY: SELLER'S COPY:



HUD Retailer Responsibilities

- Dispute Resolution Notice
- Federal Requirement
 - Obtain Consumer Acknowledgement
 - Maintain copy for Retailer records

Information Effective January 1, 2016

HUD-1 HUD-1 is a disclosure form that provides information about the costs of a real estate transaction. It is required for all residential real estate transactions that are financed with a mortgage loan that is insured by the Federal Housing Administration (FHA) or guaranteed by the U.S. Department of Housing and Urban Development (HUD).

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Information November 2016
 HUD's New Dispute Resolution Process

Dispute Resolution Notice

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



112

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Information November 2022
 HUD's New Dispute Resolution Process

HUD Retailer Responsibilities

Installation Disclosure Notice

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



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Information November 2022
 HUD's New Dispute Resolution Process

HUD Retailer Responsibilities

Installation Disclosure Notice

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



Display of homes

- Provide temporary blocking per manufacturer's instructions



Retailer Responsibilities

- Provide temporary blocking



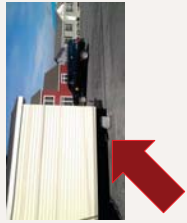
Retailer Responsibilities

- Provide temporary blocking

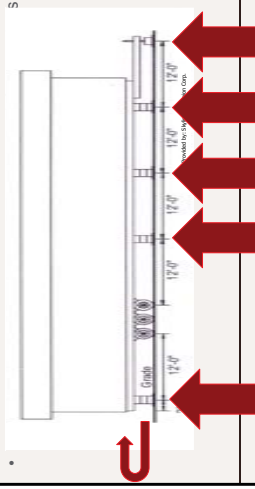


Retailer Responsibilities

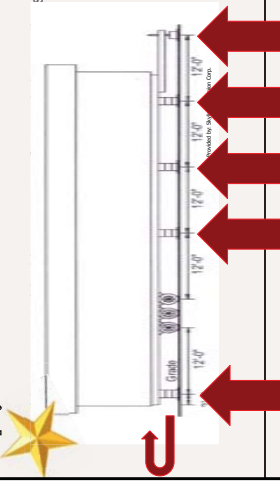
- Provide temporary blocking per manufacturer's instructions



Display of homes



Display of homes



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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

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Preemption Exercise
 The LAHJ requires:
~~As a fault protection, provided in the house~~
 Shipped loose assembled drain lines insulated

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Preemption Exercise
 The LAHJ requires:
~~As a fault protection, provided in the house~~
~~Shipped loose assembled drain lines insulated~~

Preemption Exercise

The LAHJ requires:

~~Are fault protection provided in the home~~

~~Shipped loose assembled joint lines insulated~~

50 psf roof snow load

Preemption Exercise

The LAHJ requires:

~~Are fault protection provided in the home~~

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~~50 psf roof snow load~~

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

Preemption Exercise

The LAHJ requires:
~~As a fault protection, provided in the home~~
~~Shipped loose assembled drain lines installed~~
~~50 percent covered~~
~~#Copper wire to bond chassis of multi-section home~~

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What year was the home built?

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.

HUD Code Changes continued

- **Fire door and manufactured homes:** Changes to regulatory language allow single family manufactured homes to offer up to four dwelling units within a single fire safety occupancy by adding benchmarks and guidelines that meet Manufactured Housing Code and NFPA standards.
- **Open floor plans, trim designs, and specifications for attics:** The updated requirements for exterior door separation and structural design includes more clarity regarding structural design requirements for attics. 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 designs (peak cap and peak lip roof) of installation to common through the industry and uses technology that is time-tested. This update is beneficial for manufacturers and consumers alike as it allows for more design options while maintaining safety and structural integrity.
- **Materials that facilitate moisture design and improve quality:** Updates to existing standards for materials used in piping and products align with other building standards, allow the use of more modern design approaches and installation of alternative materials.
- **Accessibility improvements:** Modification to standards for accessible showers comply with national disability standards for roll in showers. The elimination of the need for HUD alternative construction approval and reduce cost and burden for manufacturers and consumers alike.
- **Additional process efficiencies that save time and reduce costs:** Improved language stipulating prerequisites for the process of obtaining installation becomes flexible 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.

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- **Markets that facilitate modern design approaches and innovation:** Updates to regulatory language allow for more modern design approaches and innovation of alternative piping and products align with other building standards, allow the use of more modern design approaches and installation of alternative piping and products align with other building standards, allow the use of more modern design approaches and installation of alternative piping and products align with other building standards.
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Other Important Updates

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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

Installer Responsibilities

- Foundation inspected & approved by LAHJ
 - 12/016(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

Installer Responsibilities

- Foundation inspected & approved by LAHJ
- **Installation meets UFPBC**
 - BA401 "installation instructions provided by the manufacturer;"
 - Including connections to utilities
- Alternative Construction Inspections - notify Manuf.

Installer Responsibilities

- Foundation inspected & approved by LAHJ
- Installation meets all aspects of UFPBC
- **Covering the work of others (subcontractors)**
 - Oversight
 - Documentation

Do NOTs

- 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



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Warranty Seals

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

Also req. for "Owner-occupant"

STATE OF NEW YORK
DEPARTMENT OF STATE
DIVISION OF BUILDING PERMITS AND SAFETY
WARRANTY SEAL

New manufactured home Retitled manufactured home

A. Warranty Seal Number: BET04 847616

B. Name of installer: _____

C. Installer Certification Number: _____

D. Other identification: _____

E. Block Number: _____

F. HMD Label Number: _____

G. Municipality (having jurisdiction): _____

H. Installation address: _____

I. City, State Zip: _____

Eggschick: _____

Address of owner: _____

VOID IF REMOVED This SEAL certifies installer's compliance with the Regulations of the State of New York, Title 26 of the Code of Rules and Regulations Part 2120.

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Warranty seals

- Permanently attached
 - Largest closet in the largest bedroom

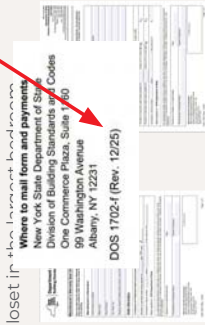
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Warranty seals

- Permanently attached
 - Largest closet in the largest bedroom

Warranty seals

- Permanently attached



Where to mail form and payments
 New York State Department of State
 Division of Building Standards and Codes
 One Commerce Center
 Albany, NY 12231
 DOS 1702-1 (Rev. 12/25)

- Largest closet in the ~~lowest 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
 - Installer's seal is attached

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, 2024
 - UNLESS:
 - Manufacturer's seal
 - Installer's seal
- **The government Seal**
 - Independent if



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the Installer's

be made

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.**

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- **Installation: May 15, 2024**

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Installation: May 15, 2024

• May 25, 2025

Installation: May 15, 2024

• **Date of CO: July 29, 2024**

• May 25, 2025

Installation: May 15, 2024

Date of CO: July 29, 2024

• 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

- 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."

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- Installation: M
- Date of CO: Ju
- Warranty Expi
 - May 25, 2025
 - August 8, 2026
 - August 11, 2026**

177

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

178

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C. of O. and Financial Security

- Remember this slide from the introductory class...

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Surety Bond, Deposit Account Control Agreement or Letter of Credit in amount of:

- \$50,000 - Manufacturer
- \$10,000 - Installer
- \$5,000 - Mechanic


Standards for certification as a:

- 1210.04 ... manufacturer.
- 1210.05 ... installer.
- 1210.06 ... installer.
- 1210.07 ... mechanic.

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Installer's Reporting

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



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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 make this report.

Are 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.

Final Report?

If so, mark an **X** in the box if you are discontinuing your business operations and this is your final report. Also, your **Certification and unused warranty seals** to this report.

Accountability for Unused Warranty Seals

Physical count of unused warranty seals remaining:

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Installer's Reporting

- Home details
 - Warranty Seal No.
 - Owner

