

**DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT****DIVISION OF CODES AND STANDARDS****Manufactured Housing Program**

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**November 4, 2004****INFORMATION BULLETIN 2004-03 (MH/RT)**

**TO: MANUFACTURED HOME MANUFACTURERS AND DEALERS;  
MOBILEHOME PARK OWNERS;  
ESCROW COMPANIES;  
MOBILEHOME AND SPECIAL OCCUPANCY PARKS & EMPLOYEE  
HOUSING LOCAL ENFORCEMENT AGENCIES  
EMPLOYEE HOUSING LOCAL ENFORCEMENT AGENCIES  
LOCAL BUILDING DEPARTMENTS  
DIVISION STAFF**

**SUBJECT: NEW POLICY REGARDING REPLACEMENT OF MANUFACTURED HOME  
HUD CERTIFICATION LABELS**

This Information Bulletin describes a change in this Department's procedures regarding the replacement of U.S. Department of Housing and Urban Development (HUD) certification labels affixed to manufactured homes constructed on or after June 15, 1976, and modifies Information Bulletin 98-09 (MH/RT) dated September 29, 1998. For homes manufactured prior to June 15, 1976, department requirements as stated in Information Bulletin 98-09 (MH/RT) remain in effect.

Present department procedures require that any person, including the owner or dealer, selling a manufactured home constructed on or after June 15, 1976, that does not bear a HUD certification label, to request that this Department issue California insignia of approval. This request is to replace the lost HUD certification label(s) originally affixed to the home in accordance with the federal program administered by HUD.

The procedure to replace a lost HUD certification label with California insignia was initiated based upon California Health and Safety Code (HSC) Section 18026, which requires that manufactured homes and mobilehomes manufactured on or after September 1, 1958 that are sold, offered for sale, rented or leased within California shall bear either a HUD certification label or California insignia of approval issued by the Department, whichever is appropriate. These indicia indicate compliance with the regulations of the Department which were in effect on the date of manufacture of the manufactured home or mobilehome.

HUD recently provided written direction to this Department directing that it is not permissible to replace a lost HUD certification label with a state insignia in order to qualify a manufactured home for FHA loan insurance. In view of this direction, the Department has ceased the issuance of California insignias as replacements for lost HUD certification labels and no longer offers this service. Applications received by

the Department requesting replacement insignia for HUD certification labels will be returned to the applicant. Fees accompanying an application will be refunded in accordance with established procedures.

### **NEW POLICY AND PROCEDURES**

In order to assist consumers who have lost their HUD certification label(s), HUD has implemented a new program whereby HUD will issue verification letters to homeowners whose manufactured homes are missing the HUD certification labels. These verification letters are accepted by FHA and other lenders as evidence that the manufactured home met the Federal Manufactured Home Construction and Safety Standards that were in effect on the date of manufacture.

Questions about this procedure should be directed to HUD's Office of Manufactured Housing Programs at (202)708-6423, or you may access HUD's "Missing HUD Labels" website, <http://www.hud.gov/offices/hsg/sfh/mhs/mhslabels.cfm> . Requests for label verification may be faxed to HUD at (202) 708-4213 or by e-mail to [mhs@hud.gov](mailto:mhs@hud.gov) . HUD's procedures for issuance of a verification letter require that the homeowner provide identifying information concerning his/her home. At a minimum, either (1) the HUD certification label number(s), or (2) the manufacturer's name, the home's year of manufacture and the home's complete serial number must be provided. There may be a charge for this service provided by HUD. Additionally, from our Department's website [www.hcd.ca.gov/codes/mhp/](http://www.hcd.ca.gov/codes/mhp/) we have provided a link to the HUD website as a convenience to our customers.

Homeowners may continue to apply to this Department for replacement California insignia for homes constructed prior to June 15, 1976, and originally issued California insignia of approval at the time of manufacture, or issued through the Department's inspection process to obtain insignia. This service is initiated by the completion of the Application For Replacement Insignia - HCD 416 form and submitting the completed form along with the required fee to the Department.

Manufactured homes will now exist that do not have HUD certification labels displayed, yet have been issued the verification letter by HUD indicating that the home was originally issued HUD certification label(s). The Department will accept the verification letter as evidence that the home bears HUD certification label(s). In addition, State insignia previously issued to replace missing or lost HUD labels remain valid as evidence of HUD certification for the purpose of compliance with State laws. Mobilehome and Special Occupancy Parks and Employee Housing local enforcement agencies acting on behalf of the Department, and local building departments and other enforcement agencies, are cautioned to exercise good judgment in determining whether the owner or the seller of a manufactured home that does not bear HUD certification label(s) is in violation of the applicable state laws.

Questions regarding this Information Bulletin should be directed to our Department's Manufactured Housing Program staff at (916) 445-3338.

Kim Strange  
Acting Deputy Director