

# Lost Label Report

U.S. Department of Housing and Urban Development  
Office of Regulatory Affairs and Manufactured Housing

OMB Approval No. 2502-0233  
expires 10/31/2006

## IPIA/Manufacturer/Losing Party

**(Must be completed within 5 days of discovery or loss)**

The Manufactured Housing Procedural and Enforcement Regulations 24 CFR Part 3282 Section 501 authorizes the Secretary to take such actions to oversee the system as the Secretary deems appropriate. This form requires the Secretary Production Inspection Primary Inspection Agency (IPIA) to report any lost labels or salvaged manufactured home units. The information collected here will be used to request such lost labels or salvaged units. Public reporting burden for this collection of information is estimated to average 0.5 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collected information. Response to this information collection is mandatory under 42 U.S.C. 5413(c)(3). This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number.

Manufacturer's Name & Address	Factory Address	
Manufacturer's Representative	Phone	Date (mm/dd/yyyy)

## Lost Labels

*(to be completed by manufacturer or losing party)*

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

New certification label number affixed to unit \_\_\_\_\_ Date loss discovered \_\_\_\_\_  
(mm/dd/yyyy)

Certification label numbers \_\_\_\_\_ through and including \_\_\_\_\_

Name and address of person who last had possession of certification label(s) when loss was discovered:

Name \_\_\_\_\_

Address \_\_\_\_\_

Name and address of person who discovered loss:

Name \_\_\_\_\_

Address \_\_\_\_\_

Police or private investigator contacted or used:

Yes By Whom? \_\_\_\_\_ Date \_\_\_\_\_  
(mm/dd/yyyy)

Results (include police or investigator reports):

No Why?

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**Distribution**  
Original - HUD's Contracting Agent  
Copies to: IPIA  
Manufacturer

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## Explanation of Loss

(to be completed by manufacturer or losing party)

Losing party must provide a detailed written explanation discussing the events that led to the lost certification label(s), and what efforts were made towards its (their) recovery.

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## IPIA Recommendations

(to be completed by IPIA)

Make a detailed statement setting forth your analysis of circumstances surrounding the loss. Give specific reasons for recommendation to HUD if free replacement of a lost certification label is requested. Submit complete package to HUD's Contracting Agent. It will forward the documentation to HUD, with its determination for HUD's analysis and final decision.

IPIA Authorized Label Administrator \_\_\_\_\_

(signature)

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## If Unit is Sold for Salvage

(to be completed by manufacturer)

Name of salvage company \_\_\_\_\_

Owner \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

If a labeled unit is sold to a salvage company, its certification label must remain with the manufacturer. Under no conditions will a certification label remain attached to a unit sold for salvage.

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## Determination

(to be completed by HUD's Contracting Agent)

Approved                       Disapproved

Reason \_\_\_\_\_

Additional information required by \_\_\_\_\_ (signature)

Additional effort to secure certification label required by \_\_\_\_\_

HUD's Contracting Agent (Label Coordinator) \_\_\_\_\_ Date \_\_\_\_\_ (mm/dd/yyyy)

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