

Manufactured Housing
information

February 2016

MANUFACTURED HOMES RE-CERTIFICATION UPDATE

According to the Manufactured Housing Advancement Act of 2005, manufacturers, retailer, installers and mechanics of HUD Code manufactured homes must be certified to conduct business in New York State. Most industry companies met all of the requirements of the law and became certified in the summer and fall of 2006.

Certifications for ALL categories are valid for two years and everyone must apply for recertification to the Department of State manufactured Home Program prior to the expiration of the current certification.

What is required to renew certification? One requirement for recertification is that each certified individual must have had three hours of Continuing Education. In order to apply for recertification you must attend a Continuing Education course. The New York Housing Association and The New York State Weatherization Directors Association in conjunction with the Department of State have scheduled Continuing Education courses throughout the state. The course is designed for all categories of certification. The course schedules can be found on each association's respective websites. Remember each location has a maximum capacity and attendance will be granted on a first come basis. Register for your desired location early to guarantee your chosen location.

The financial security instrument filed at the time of initial certification must remain in full force and effect for the duration of the certification and at the time of recertification. Additionally various NYS laws require the following documents be provided prior to recertification: Social Security Number Certification; Employer Identification Number Certification; Child Support Statement; valid proof of Workers Compensation Insurance Coverage and Disability Insurance Coverage.

Delinquent Quarterly Reports or Warranty Seals shall be correctly filed prior to recertification. Finally, completion of required renewal applications and payment of application fees dependent upon certifications applied for. Approximately 120 days prior to the expiration of certifications the Department of State will mail a renewal application packet to the addresses on file.

For questions on your certification contact the Department of State.



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