

Registration No. _____

County Manufactured and Mobile Home Registration Certificate

Owner Information

Name: _____
Mailing Address: _____
Telephone Number: _____

Home Information

Address of Home _____
Home Located in _____ Township/Municipality _____ School District _____
Name of Court or Park Where Located (if any) _____
Make _____ Model _____ Year Manufactured _____
Serial No. _____ Certificate of Title No. _____
Date Acquired _____ Date Entered Ohio _____ Outside Dimensions _____
Name of Previous Owner (if any) _____

Sale Price

- 1. Total Sale Price of Home \$ _____
- 2. Portion, if any, of Total Sale Price for Items Other Than the Home (furnishings, equipment, and other property not attached to home)* \$ _____
- 3. Net Sale Price of Home (line 1 minus line 2) \$ _____

* If homewas purchased from a dealer attach a copy of invoice or purchase order, itemizing the costs for the home, furnishings, equipment, and other property.

Application for 2 1/2% Reduction: Will this home be your principal residence by January 1 of next year? _____ Yes _____ No

I DECLARE UNDER PENALTIES OF PERJURY THAT THIS STATEMENT HAS BEEN EXAMINED BY ME AND TO THE BEST OF MY KNOWLEDGE AND BELIEF IS A TRUE, CORRECT AND COMPLETE STATEMENT.

Signature of Owner Date

Instructions

- 1. This form must be filed within 30 days after a manufactured or mobile home first acquires situs in a county, or within 30 days after ownership transfers if the home stays in the same county. Failure to comply will result in a \$100 penalty being imposed, which will constitute a lien on the home.
- 2. File this form with the county auditor where the home is located.
- 3. This form should be filed only when an owner first registers the home in a county.



Ohio Manufactured Homes Commission

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Phone:614-734-6010 Fax:614-734-6012

www.omhc.ohio.gov

STEP-BY-STEP INSTALLATION PROCESS

Step 1: Obtaining a Permit

Ohio law requires that all HUD manufactured homes installed since July 01, 2007 have been permitted, inspected and approved prior to occupancy in accordance to OMHC 4781 Rules.

For manufactured home parks: The park owner, operator, or retailer should assist the homeowner with obtaining permits and inspections by an approved agency and allowing only a licensed installer to perform work in a park.

For private property: The licensed installer or homeowner must obtain the permit from an inspection agency having jurisdiction. A complete list of those agencies can be found on our web site or by calling our office for assistance.

Cost of permit and inspection: OMHC does not regulate the fees charged by the inspection agencies; however, all inspection fees must be paid prior to the set of the home. The application must include the licensed installer's name and license number and names of all contractors involved in the set of the home.

Step 2: Hiring a Licensed Installer

Licensed installer means any individual licensed by the Commission to create footings, install, set up, hook-up, block, tie-down, secure, level, support, install steps, install shirting, or makes electrical, plumbing, or mechanical connections to manufactured homes or who provides consultation or supervision for any of these activities.

In manufactured home parks only licensed installers are permitted to perform the manufactured home installation.

Finding an installer a complete listing of approved licensed installers can be found on our website. The licensed installer's name & license number must be provided and verified prior to issuance of a permit to install a home. The licensed installer is responsible for the complete set of the home.

A homeowner may install their own home for their own occupancy. Home owners who do this lose many of the protections offered by the Commission. Permits/inspections are required and agencies are listed on our web site, or you can call OMHC for more information.

Step 3: Moving the home

Transporters are not licensed by the OMHC. However, they may have requirements under other laws such as obtaining a permit from the County Auditor or State Highway Department.

The location of where the home is being installed is necessary before a permit can be issued. The installer/owner is advised to make certain that the lot is adequate for the home. A professional licensed installer may notice unforeseen conditions that may cause additional expenses if gone un-noticed.

Step 4: Inspection Agency:

All HUD manufactured homes in Ohio must be inspected; all inspection agencies provide trained and state certified inspectors for each inspection, assuring the homeowner that the installation is completed consistent with the manufacturers design.

Installers/homeowners must obtain permits from an inspection agency and call for inspections. Prior to moving the home, contact the appropriate inspection agency and obtain the cost of the permit and inspections. In some counties, there may be more than one option, contact each agency to get the best one for you.

Other local authorities: The installer/owner must contact the local government to know of any requirements for that location. There may be zoning, flood hazard, or other requirements. It is the licensed installer's responsibility to ensure that the home is placed in the correct location, at the correct elevation, on the correct lot with setbacks, etc.

Step 5: Begin to Install the Home

After obtaining permits, the installation can begin. All installers, including home owners, must install according to the Ohio Manufactured Home Installation Standard which provides for several methods of installation including installing in accordance with the manufacturer's installation manual which comes with the home, if obtainable, or designs prepared by an Ohio registered engineer or architect. Additional items which may not be included in the manufacturer's installation manual may be required by the Ohio Manufactured Home Installation guidelines and shall be part of the home installation.

Step 6: Call for Inspections

Home owners, acting as their own installer, must call for all inspections. No one shall apply utilities such as power, water, or gas to a home prior to approval from the inspection agency.

When the work is ready for an inspection, the licensed installer or the homeowner must call for inspections from the inspection agency. The minimum inspections are as follows: **Inspection for the footing** and reinforcement is required before placement of concrete or pads. In a manufactured home park or an existing site on private property, this inspection is necessary to ensure it is in good condition and adequate for the home.

Inspection for the electrical service: The licensed installer calls for the electrical service inspection when the electrical work is ready. The inspection agency must provide a state licensed electrical safety inspector (ESI). The electrical inspector places an approval tag near the service to let the local electric company know the home has passed electrical service inspection. At that time, electric power may be connected; however, it is unsafe and illegal to occupy the home until all three inspections are accomplished

Final inspection is called for by the installer or homeowner when *all* the work is correct and complete. Failure to be ready for the inspection may result in additional re-inspection fees. The inspector may co-ordinate with other agencies such as the local health department to ensure that septic or other inspections have been completed. When the home has been properly installed, the inspector places the **OMHC inspection seal** inside the home in the proximity of the electrical panel box cover.

ONLY THEN CAN THE HOME BE LEGALLY OCCUPIED!

Step 7: Notice to County Auditors and Treasurers

Within 14 days of the installation of a manufactured home, the County Auditor and Treasurer must be notified. It is the installer's/homeowner's responsibility to provide this notice. Often the retailer provides this notice. The set-crew installer carries the majority of the burden for this notice as they have set the home on the site. Part of the contract with the retailer should include clarification as to which installer makes this notice of installation.

Notice of Home Installation

INSTALLER:

You are required to notify the County Treasurer and Auditor of every home installation you perform pursuant to ORC § 4781.11(D). You MUST provide Notification of Installation within 14 days of the installation of a home. You may use this form to ensure you comply with notification requirements.

Home Owner's Name (List Owner even if different from the Occupant):

Home Owner's Telephone Number: (_____) _____ - _____

Home Physical Location or Address: _____

City

County

Date of Installation (mm/dd/yyyy): ____/____/____

Make of Home: _____

Model of Home: _____

Serial Number of Home: _____

Installer's Name: _____

Installer's Telephone number _____

Installer's OMHC License Number: _____

Relocated Home? Yes _____ No _____

Prior Address if Relocated: _____

City

County

State

Signed: _____ Date: _____