

TO: Relocation Assistance Applicant

FROM: Kristi Aravena
Office of Manufactured Housing

SUBJECT: Availability of Manufactured/Mobile Home Relocation Assistance Funds

The large number of manufactured/mobile home parks closing at this time is causing a delay in reimbursements for relocation expenses to eligible applicants. The relocation assistance fund receives monthly deposits from a dedicated fee collected when a home is purchased in a mobile home park (RCW 59.21.055). We are unable to estimate how long the reimbursement process will take due to the fluctuation of the revenue source.

Initial eligibility is determined after we receive and approve your signed application form, proof of residency at time the initial closure notice was issued, income verification for all household income recipients, and a completed and signed federal W-9 form. To sustain your eligibility, you must maintain ownership of your home, remove it from the closing park, and submit the removal receipt(s) for reimbursement.

All reimbursements are processed on a first come, first serve basis for eligible applicants based on the availability of funds (RCW 59.21.021). Your place in line for reimbursement is established when the receipt for your home removal is received in our office. Each additional submittal of receipts will establish separate places in line for reimbursement.

If you have additional questions regarding the Relocation Assistance Program, please contact me through our automated services request line at 1-800-964-0852.