



Mobile Home Relocation Assistance Program reimbursement checks will not be processed until the Office of Manufactured Housing receives a complete application. An application must include the following documentation to be considered complete. Please contact the Office of Manufactured Housing if you have questions about the application process or the required documentation.

- Application form.** Applications must be completed and signed by the homeowner. All sections must be complete. Double-check the following for completion, as they are often overlooked:
 - Social Security Number
 - Number of sections (single or multiple)
 - Mobile home manufacture date
 - Number of years lived in park
 - Contact information after closure. Specific mailing address and phone number necessary if homeowner is to be reimbursed. Please note type of residence, for example: mobile home park, apartment, single-family home, living with relatives, etc.
 - Total number of household members
 - Homeowner signature

- Photographic proof of tip-out, add-on, or expando, if applicable.** Photos need to prove that the tip-out, add-on, or expando actually adds living space to the home (this does not include laundry rooms, porches, etc.). If photos do not adequately prove additional living space, reimbursement will be for a single section only.

- Income documentation.** Application must include income documentation for at least one month for every wage earner in the home. Income documentation for all wage earners must fall within the same year. Documentation must be very clear regarding the gross amount earned (before taxes) and the time period covered. Examples of acceptable documentation include: paystubs, benefit award letters, and W-2s. Income documentation must be from either of the following time periods:
 - within one year of receipt of park closure notice
 - within one year of moving or demolishing home

- W-9.** The homeowner/applicant must complete and sign a W-9. Every homeowner/applicant must have a Tax Identification Number (either a Social Security Number or Employee Identification Number). Please follow instructions on page 3 of the W-9 if homeowner/applicant does not have a Tax Identification Number.

- Proof of ownership at time closure notice issued.** A copy of the mobile home title is preferred documentation. Also acceptable is signed documentation that a homeowner was in the process of purchasing their home at time of closure notice.

- Proof of residency at time closure notice issued.** A dated rent receipt or copy of the lease/rental agreement is preferred documentation. If this is difficult, the Office of Manufactured Housing can verify residency by checking the tenant list at time of closure notice.

- Written notice of park closure.** Please include a copy with application.

- Confirmation of mobile home demolition, if applicable.** Confirmation documentation may include a verifiable receipt or invoice of demolition and delivery to a landfill, documentation home removed from local property tax roles, etc. Include applicable documentation if home was tested for asbestos and if asbestos remediation was performed.
- Copies of all receipts for allowable relocation or demolition expenses.**
See copy of WAC 365-212-060 (<http://apps.leg.wa.gov/WAC/default.aspx?cite=365-212-060>).
- Other:** _____

The following forms are only applicable if a two-party agreement for payment has been signed. In a two-party agreement, an entity acts as Assignee agreeing to advance the relocation or demolition expenses for the homeowner. The homeowner (Assignor) agrees that the Assignee will receive reimbursement from the Mobile Home Relocation Assistance Program.

- Assignment form signed by both Assignee and the Assignor.**
- W-9 for each entity acting as Assignee.**
- Work completion form.** This form is only required when a home is moved, not demolished.

Please mail complete applications to:

Washington State Department of Community, Trade and Economic Development
Office of Manufactured Housing
PO Box 42525
Olympia, WA 98504-2525

For questions, please contact:

Brigid Flynn-Sevier
Manufactured Housing Services Coordinator
(360) 725-5083
brigidf@cted.wa.gov