



Mobile/Manufactured Home Relocation Assistance Program Application & Reimbursement Checklist

Mobile/Manufactured Home Relocation Assistance Program reimbursement checks will not be processed until the Office of Mobile/Manufactured Home Relocation Assistance receives a complete application. Please contact the program if you have questions about the application process or the required documentation.

The following documents must be submitted to determine your initial program eligibility:

- 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:
 - Number of sections (single or multiple)
 - Mobile home manufacture date
 - Mobile home Vehicle Identification Number (VIN)
 - Number of years lived in park
 - Contact information after closure if know at time of application. Specific mailing address and phone number are necessary if homeowner is to be reimbursed. Please indicate if your new residence is in a mobile home park/manufactured housing community or on private land.
 - Total number of household members and income receivers
 - Homeowner signature

- Photographic proof of a multiple-section home or a single-section with a tip-out, add-on, or expando.** Photos need to prove the home is a multiple-section or, if a single-section with additional living space, that the tip-out, add-on, or expando actually add living space to the home (this does not include laundry rooms, porches, etc.). **Please provide photos that capture additional living space from both the inside and the outside of the tip-out, add-on, or expando.** If photos do not provide adequate proof, 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

- 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.
- Mobile home Vehicle Identification Number (VIN).** The VIN noted on the application must match the VIN on the title of the mobile home you are seeking reimbursement for.
- Proof of residency at time closure notice issued.** A dated rent receipt or copy of the lease/rental agreement is preferred documentation.

The following documents must be submitted for approval of relocation expense reimbursement:

- Copies of all receipts for allowable expenses.** Please see copy of WAC 365-212-060 (<http://apps.leg.wa.gov/WAC/default.aspx?cite=365-212-060>) for a list of allowable expenses.
- Mobile Home Movement Affidavit.** This form is only required when a home is moved and reinstalled.
- Work Completion Form.** This form is only required when a home is moved and reinstalled.
- Copy of Final Inspection.** This form is only required when a home is moved and reinstalled.
- Confirmation of mobile home demolition, if applicable.** Confirmation documentation must include the county demolition certificate and a detailed receipt from the disposal site or landfill. Include applicable documentation if home was tested for asbestos and if asbestos remediation was performed. Please refer to the “Mobile/Manufactured Home Demolition Information” sheet.
- Documentation of purchase of a manufactured home constructed to the standards set by HUD, if applicable.** Confirmation documentation must include the following:
 - a. Copy of the purchase and sale agreement; and
 - b. Documentation home meets HUD standards (built on or after 6/15/1976), and
 - c. One of the following forms of documentation:
 - i. Cancelled checks for all payments made
 - ii. Copy of purchase receipt
 - iii. Copy of Department of Licensing (DOL) title transfer form if home paid off

The following form is 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 and purchase expenses for the homeowner. The homeowner (Assignor) agrees that the Assignee will receive reimbursement from the Mobile/Manufactured Home Relocation Assistance Program.

- Assignment form signed and dated by both Assignee (entity reimbursed) and the Assignor (homeowner).** Please contact the program for a copy of the Assignment.

The Office of Mobile/Manufactured Home Relocation Assistance will authorize reimbursement after we have confirmed your initial eligibility and received all receipts and other documentation for reimbursement. You must work with the Washington State Department of Enterprise Services (DES) to receive your authorized reimbursement. The Office of Mobile/Manufactured Home Relocation Assistance will send you instructions when we authorize your reimbursement.

Please mail complete applications to:

Washington State Department of Commerce
Office of Mobile/Manufactured Home Relocation Assistance
PO Box 42525
Olympia, WA 98504-2525

For questions, please contact:

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