Pursuant to Arizona Revised Statutes (“A.R.S.”) § 33-2149 if a homeowner/tenant is required to move due to a change in use resulting in closure or redevelopment of the mobile home/RV park, the homeowner/tenant may do any of the following:

1. **Relocate the park trailer or park model to a new location.** Payment from the Mobile Home Relocation Fund (“Fund”) is available for the lesser of the actual moving expenses of relocating the park trailer or park model to a new location that is within a one hundred mile radius of the vacated mobile/manufactured home/recreational vehicle park or the maximum of four thousand dollars ($4,000.00).

2. **Abandon the park trailer or park model** in the mobile/manufactured home/recreational vehicle park and collect an amount equal to one-fourth of the maximum allowable moving expense ($1000.00).

**Additional Information**

Enclosed you will find detailed information regarding the options as listed above:

- Application packet for the relocation of a park trailer or park model.
- Application packet for abandonment of a park trailer or park model.

Thank You.
RELOCATE PARK TRAILER OR PARK MODEL
I hereby request assistance from the Mobile Home Relocation Fund as set forth in A.R.S. § 33-1476.01. By signing this form, I certify that I am a tenant as defined in A.R.S. § 33-1409.28 and eligible to receive assistance.

(Signature of Tenant) (Date)

TENANTS NAME__________________________________________

(Please Print)

PARK NAME_____________________________________________  Space No.

UNIT ADDRESS_____________________________________________

CITY/STATE/ZIP CODE:_____________________________________

PHONE NUMBER:___________________________ SINGLE-WIDE: _______ DOUBLE-WIDE: _______

UNIT SIZE:_______ YEAR:_______ MANUFACTURER______________________________

PHONE:___________________________ E-MAIL:_____________________________

Please Attach the Following Documents:

1. Copy of your Paid Personal Property Tax Statement;

2. Valuation form; and

3. Copy of one of the Following:
   a. Front Page of your Title; or
   b. A Notarized Document Showing Ownership

This Form must be Completed and Returned along with all Requested Documents to:

Relocation Fund Department,  
ARIZONA DEPARTMENT OF HOUSING  
1110 W. Washington Ave., Suite #280  
Phoenix, Arizona 85007
INSTRUCTIONS FOR THE ATTACHED SAMPLE CONTRACT

Step One: Attached is a sample contract for you to give to the Installer licensed and bonded through the Department, or Contractor licensed and bonded through the Arizona Registrar of Contractors, to move and install your Mobile/Manufactured Home at your new location. This sample contract contains all the information required for the licensed and bonded installer or contractor to include in a contract with the mobile home owner.

Step Two: Once you have determined the installer or licensed contractor you want contract with to move your Mobile/Manufactured Home mail, e-mail, fax or deliver in person a copy of the signed contract to the Department of Housing, along with all other information noted in the opening page.

The Assistant Deputy Director will approve, or disapprove the contract. You must receive the approval letter from the Department first to assure payment can be made out of the Relocation Fund. Do not move your home until you receive the approval letter from the Assistant Deputy Director of the Department of Housing, or the State may not pay for your move from the Relocation Fund.
THE MOBILE HOME RELOCATION FUND

Required Elements in a Relocation Contract

NOTE: This is a **SAMPLE ONLY**, all contracts must contain at least the information shown below.

1. NAME OF INSTALLER
2. ADDRESS OF INSTALLER
3. TELEPHONE NUMBER OF INSTALLER
4. INSTALLER'S FEDERAL ID NUMBER
5. DATE OF CONTRACT & SIGNATURES
6. INSTALLER 'S LICENSE NUMBER

<table>
<thead>
<tr>
<th>HOME OWNER INFORMATION</th>
<th>CURRENT LOCATION OF MOBILE HOME</th>
</tr>
</thead>
<tbody>
<tr>
<td>NAME:</td>
<td>ADDRESS &amp; SPACE NUMBER:</td>
</tr>
<tr>
<td>ADDRESS:</td>
<td></td>
</tr>
<tr>
<td>PHONE NUMBER:</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>DESCRIPTION OF HOME</th>
<th>NEW RELOCATION ADDRESS</th>
</tr>
</thead>
<tbody>
<tr>
<td>SINGLE OR MULTI-WIDE:</td>
<td>ADDRESS &amp; SPACE NUMBER:</td>
</tr>
<tr>
<td>SIZE:</td>
<td>ESTIMATED NUMBER OF MILES TO BE MOVED</td>
</tr>
<tr>
<td>MANUFACTURER:</td>
<td></td>
</tr>
<tr>
<td>SERIAL NUMBER:</td>
<td></td>
</tr>
<tr>
<td>YEAR MANUFACTURED:</td>
<td></td>
</tr>
<tr>
<td>HUD LABEL IF ANY:</td>
<td></td>
</tr>
</tbody>
</table>

LISTING OF APPURTENANCES ATTACHED TO THE HOME, INCLUDING ESTIMATE OF SIZE:
(Awnings, Skirtings, Coolers or Air Conditioners, Sheds, Porches, Carport, etc.)

NOTE: The relocation fund covers only the moving expenses: including the taking down, transporting and setting up the mobile home with the identical or substantially similar improvements as were originally attached to the tenant’s mobile home.

DETAIL OF WORK TO BE PERFORMED AND CHARGES:
NOTE: Must include all disassembly, transportation and installation of mobile/manufactured home.

INSTALLATION PERMIT NUMBERS:
NOTE: Obtaining the installation permits are the **responsibility of the homeowner**, but may be included in the contract pricing with the installer/contractor.

MOVING DATE:
NOTE: The contract must be submitted, mailed or delivered to THE DEPARTMENT OF HOUSING, within 180 days after the effective date of the change in the age restricted community’s use.

HOMEOWNER'S SIGNATURE & DATE AND INSTALLERS’ SIGNATURE & DATE MUST BE INCLUDED IN EVERY CONTRACT.

NOTE: All of the above information **MUST** be included in every contract for approval: upon completion of the relocation, a check will be issued directly to the Installer, in the Installer’s name only. Proof of completion of the relocation will require the Installer to submit the following documents to the Department:

1) A copy of the Permit to move the mobile/manufactured home (504 from County Assessor)
2) A copy of the installation permit for installing the mobile/manufactured home at the new location
3) A copy of approval documentation from the local jurisdiction for installation, utilities, accessories as appropriate and approval for occupancy following the inspection(s) of the mobile/manufactured home at its new location.
4) A Final Invoice

Rev (05/2021)
ARIZONA REVISED STATUTE (“A.R.S.”) § 33-1476.01
Change in use; notices; compensation for moving expenses; payments by the landlord

A. The landlord shall notify the Director, and all tenants in writing of a change in use at least one hundred eighty days before the change in use. The landlord may not increase rent within ninety days before giving notice of a change in use.

B. The landlord shall notify all tenants in writing about the mobile home relocation fund established in A.R.S. § 33-1476.02.

C. If a tenant is required to move due to a change in use or redevelopment of the mobile home park, the tenant may do any of the following:

1. Collect payment from the mobile home relocation fund for the lesser of the actual moving expenses of relocating the mobile home to a new location that is within a fifty mile radius of the vacated mobile home park or five thousand dollars for a single section mobile home or ten thousand dollars for a multi-section mobile home. Moving expenses include the cost of taking down, moving and setting up the mobile home in a new location. These monies are paid directly to the installer/contractor.

2. Abandon the mobile home in the mobile home park and collect an amount equal to one-fourth of the maximum allowable moving expense for that mobile home from the mobile home relocation fund. To qualify for abandonment payment pursuant to this paragraph, the tenant shall deliver to the landlord the current title to the mobile home with the notarized endorsement of the owner of record together with complete releases of all liens that are shown on the title and proof that all taxes owing on the mobile home have been paid to date. The tenant shall provide a copy of these documents to the Department of Housing in support of the tenant’s application for payment. If the tenant chooses to abandon the mobile home pursuant to this paragraph, the landlord is exempt from making the payments to the fund as prescribed in subsection D of this section.

3. If a mobile home is relocated to a location outside of the vacated mobile home park and, in the sole judgment of the Director, the mobile home was ground set in the mobile home park from which it was removed, the tenant may collect additional monies not to exceed two thousand five hundred dollars for the incremental costs of removing a ground set mobile home. These monies are in addition to any monies provided pursuant to paragraph 1 of this subsection.

D. Except as provided in subsection C, paragraph 2 and subsection F of this section and section § 33-1476.04, subsection D, if there is a change in use the landlord shall pay five hundred dollars for each single section mobile home, and eight hundred dollars for each multi-section mobile home relocated to the fund for each tenant filing for relocation assistance with the director.

E. If a change in use occurs before the time stated in the statements of policy, and the landlord does not comply with subsection A of this section, and with section § 33-1436, and section § 33-1476, subsection (H), the landlord shall pay to the fund in addition to the monies preserved in subsection (D) of this section:

1. Five hundred dollars for each mobile home space occupied by a single section mobile home.

2. Eight hundred dollars for each mobile home space occupied by a multi-section mobile home.

F. The landlord is not required to make the payments prescribed in subsections (D) and (E) of this section for moving mobile homes owned by the landlord, or for moving a mobile home under a contract with the tenant if the tenant does not file for relocation assistance with the Director.

G. If a change in use occurs within two hundred seventy days of relocations under section § 33-1476.04, the landlord shall pay to the fund in addition to monies prescribed in subsection D of this section:

1. Five hundred dollars for each mobile home space occupied by a single section mobile home.

2. Eight hundred dollars for each mobile home space occupied by a multi-section mobile home.

H. The tenant shall submit a contract for relocation of a mobile home for approval to the Director within sixty days after the relocation to be eligible for payment of relocation expenses. The Director must approve or disapprove the contract within fifteen days after receipt of the contract, or the contract is deemed to be approved.

I. If the contract is approved, the payment of relocation expenses shall be made to the installer or contractor when all of the following have been provided/completed:

1. The installer or contractor has obtained valid permits to move the mobile or manufactured home to a new location. (504 form)

2. The installer or contractor provides documentation to the Department that the installation of the mobile or manufactured home at the new location is complete and has been inspected by the Department or its designee and is approved for occupancy.

3. A final invoice has been submitted to the Department.

J. If the contract is not approved, the tenant may appeal to an administrative law judge pursuant to title 41, chapter 16, article 5. The tenant shall provide notice pursuant to section 33-1451, subsection A, paragraph 6 if the tenant relocates.

K. If this state or a political subdivision of this state exercises eminent domain and the mobile home park is sold or a sale is made to this state or a political subdivision of this state that intends to exercise eminent domain, the state or political subdivision is responsible for the relocation costs of the tenants.

L. If a tenant is vacating the premises and has informed the landlord or manager before the change in use notice has been given, the tenant is not eligible for compensation under this section.

M. A person who purchases a mobile home already situated in a park or moves a mobile home into a park in which a change in use notice has been given is not eligible for compensation under this section.

N. This section does not apply to a change in use if the landlord moves a tenant to another space in the mobile home park at the landlord's expense.
ABANDON PARK TRAILER
OR PARK MODEL
The Arizona Department of Housing, the state agency that administers the Arizona Mobile Home Parks Residential Landlord Tenant Act (“Act”), has made an initial determination that your home may be qualified for relocation or abandonment expense reimbursement under the Act.

Enclosed is a Request for Abandonment Assistance Form. Please fill this form out completely, and return to the department along with a copy of your paid personal property tax showing proof of zero balance due on taxes, and a notarized copy of your title, front and back, or a notarized document showing ownership. Also enclosed is a form W-9. Please complete and return this form. Completion of this form is required for the allocation of funds.

After all the above information has been received, and approved, you should receive your check within four (1) to two (2) weeks.

Should you have any questions, please contact the Relocation Fund Department at (602) 771-1000.
REQUEST FOR ABANDONMENT ASSISTANCE FROM THE RELOCATION FUND

I hereby request assistance from the Mobile Home Relocation fund as set forth in A.R.S. §33-1475.01.C.2. By signing this form, I certify that I am a tenant as defined in A.R.S. §33-1409-29 and eligible to receive assistance because of the redevelopment of a mobile home park.

________________________________________  _____________________________
(Signature of Tenant)                         (Date)

________________________________________  _____________________________
(Mobile Home Title Number)                   (Mobile Home Vehicle Identification Number)

TENANTS NAME:  ______________________________
(Please Print)

UNIT ADDRESS:  ______________________________  (Space No.)

CITY/STATE/ZIP CODE:  ______________________________

PHONE:  __________________ E-MAIL:  __________________

To be eligible, the tenant shall deliver to the landlord the current title to the mobile home fully endorsed by the owner of record and notarized, showing assignment of the title to the mobile home park, together with valid releases of all liens shown on the title. A copy of these documents, front and back, shall be delivered to the Arizona Department of Housing at 1110 W. Washington, Suite 280, Phoenix, AZ 85007, to support this application for payment.

Tenant’s Signature:  ______________________________

Dated this day _________ of ________________________
State of Arizona Substitute W-9: Request for Taxpayer Identification Number and Certification

Submit completed form to the State of Arizona Agency with whom you are doing business with for review and authorization.

### Type of Request (Must select at least ONE)

<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ New Request</td>
<td></td>
</tr>
<tr>
<td>☐ New Location (Additional Address ID)</td>
<td></td>
</tr>
<tr>
<td>☐ Change - Select the type(s) of change from the following:</td>
<td></td>
</tr>
<tr>
<td>☐ Tax ID</td>
<td>☐ Legal Name</td>
</tr>
<tr>
<td>☐ Main Address</td>
<td>☐ Remittance Address</td>
</tr>
</tbody>
</table>

### Taxpayer Identification Number (TIN) (Provide ONE Only)

- TIN: [ ] - OR - SSN: [ ] - [ ] - [ ]

### Entity Name (As it appears on IRS EIN records, IRS Letter CP575, IRS Letter 147C or Social Security Administration Records, Social Security Card. If Individual, Sole Proprietor, Single Member LLC, enter First, Middle, Last Name.)

- Legal Name: 
- DBA Name: 

### Entity Type (Must select ONE of the following)

- ☐ Individual/Sole Proprietor or Single-Member LLC
- ☐ Corporation
- ☐ Partnership
- ☐ Limited Liability Company (LLC) including Corporations & Partnerships
- ☐ The US or any of its political subdivisions or instrumentalities
- ☐ A state, a possession of the US, or any of their political subdivisions or instrumentalities
- ☐ Other: Tax Reportable Entity
- ☐ Other: Tax Exempt Entity

<table>
<thead>
<tr>
<th>Description</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>☐ Small Business</td>
<td>☐ Small, Woman Owned Business - Hispanic</td>
</tr>
<tr>
<td>☐ Small Business - African American</td>
<td>☐ Small, Woman Owned Business - Native American</td>
</tr>
<tr>
<td>☐ Small Business - Asian</td>
<td>☐ Small, Woman Owned Business - Other Minority</td>
</tr>
<tr>
<td>☐ Small Business - Hispanic</td>
<td>☐ Woman Owned Business</td>
</tr>
<tr>
<td>☐ Small Business - Native American</td>
<td>☐ Woman Owned Business - African American</td>
</tr>
<tr>
<td>☐ Small Business - Other Minority</td>
<td>☐ Woman Owned Business - Asian</td>
</tr>
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</tr>
<tr>
<td>☐ Small, Woman Owned Business - Asian</td>
<td>☐ Woman Owned Business - Other Minority</td>
</tr>
<tr>
<td>☐ Minority Owned Business - African American</td>
<td>☐ Minority Owned Business - Asian</td>
</tr>
<tr>
<td>☐ Minority Owned Business - Hispanic</td>
<td>☐ Minority Owned Business - Native American</td>
</tr>
<tr>
<td>☐ Minority Owned Business - Other Minority</td>
<td>☐ Non-Profit, IRC §501(c)</td>
</tr>
<tr>
<td>☐ Non-Small, Non-Minority or Non-Woman Owned Business</td>
<td>☐ Individual, Non-Business</td>
</tr>
</tbody>
</table>

### Minority Business Indicator (Must select ONE of the following)

- ☐ Small Business
- ☐ Small Business - African American
- ☐ Small Business - Asian
- ☐ Small Business - Hispanic
- ☐ Small Business - Native American
- ☐ Small Business - Other Minority
- ☐ Small, Woman Owned Business
- ☐ Small, Woman Owned Business - African American
- ☐ Small, Woman Owned Business - Asian
- ☐ Small, Woman Owned Business - Hispanic
- ☐ Small, Woman Owned Business - Native American
- ☐ Small, Woman Owned Business - Other Minority
- ☐ Woman Owned Business
- ☐ Woman Owned Business - African American
- ☐ Woman Owned Business - Asian
- ☐ Woman Owned Business - Hispanic
- ☐ Woman Owned Business - Native American
- ☐ Woman Owned Business - Other Minority
- ☐ Minority Owned Business - African American
- ☐ Minority Owned Business - Asian
- ☐ Minority Owned Business - Hispanic
- ☐ Minority Owned Business - Native American
- ☐ Minority Owned Business - Other Minority
- ☐ Non-Profit, IRC §501(c)
- ☐ Non-Small, Non-Minority or Non-Woman Owned Business
- ☐ Individual, Non-Business

### Veteran Owned Business

- YES
- NO

### Entity Address

- Main Address (Where tax information and general correspondence is to be mailed): Address Line 1: [ ] Address Line 2: [ ] City: [ ] State: [ ] Zip code: [ ]
- Remittance Address (Where payment is to be mailed): Address Line 1: [ ] Address Line 2: [ ] City: [ ] State: [ ] Zip code: [ ]

### Vendor Contact Information

- Name: [ ]
- Phone: [ ] Ext.: [ ] Fax: [ ] Email: [ ]

### Exemption from Backup Withholding and FATCA Reporting

Complete this section if it is applicable to you. See instructions for more details.

- Exemption Code for Backup Withholding: [ ]
- Exemption Code for FATCA Reporting: [ ]

### Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct Taxpayer Identification Number, and
2. I am not subject to Backup Withholding because: (a) I am exempt from Backup Withholding, or (b) I have not been notified by the IRS that I am subject to Backup Withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to Backup Withholding, and
3. I am a US citizen or other US person, and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

The Internal Revenue Service does not require your consent to any provision of this document other than the certifications required to avoid backup withholding.

**Certification Instructions:** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN.

<table>
<thead>
<tr>
<th>Signature</th>
<th>Print Name</th>
<th>Date</th>
</tr>
</thead>
</table>
The State of Arizona Substitute W-9 Form Instructions

The State of Arizona (State), like all organizations that file an information return with the IRS, must obtain your correct Taxpayer Identification Number (TIN) to report income paid to you or your organization. The State uses the Substitute W-9 Form to obtain certification of your TIN in order to ensure accuracy of information contained in its payee/vendor system and to avoid Backup Withholding as mandated by the IRS. According to IRS regulations, the State must withhold 28% of all payments if a vendor/payee fails to provide the State its certified TIN. The Substitute Form W-9 certifies a vendor/payee's TIN. Any vendor/payee who wishes to do business with the State must complete the Substitute W-9 Form.

Part 1 - Type of Request: Select only one.

Part 2 - Taxpayer Identification Number (TIN): Enter your nine-digit TIN. The TIN is either your nine-digit Social Security Number (SSN) assigned by the Social Security Administration (SSA) or Employer Identification Number (EIN) assigned by the Internal Revenue Service (IRS).

Part 3 - Entity Name: Enter the legal name as it appears on IRS EIN records, IRS Letter CP575, IRS Letter 147C or Social Security Administration Records, Social Security Card. If Individual, Sole Proprietor, Single Member LLC, enter First, Middle, Last Name. Enter your DBA in the designated line if applicable.

Part 4 - Entity Type: Select only one for TIN given.

Part 5 - Minority Business Indicator: Select only one for TIN given.

Part 6 - Veteran Owned Business: Select only one for TIN given.

Part 7 - Entity Address: List the locations for tax reporting purposes and where payments should be mailed.

Part 8 - Entity Contact Information: List the contact information.

Part 9 - Backup Withholding and FATCA Exemptions: If you are exempt from Backup Withholding and/or FATCA reporting, enter in the Exemptions box, any code(s) that may apply to you.

Backup Withholding Exemption Codes: Generally, Individuals (including Sole Proprietors) are not exempt from Backup Withholding. Additionally, Corporations are not exempt from Backup Withholding when supplying legal or medical services. If you do not fall under the categories below, leave this field blank. The following codes identify payees that are exempt from Backup Withholding:

- Code 1: An organization exempt from tax under section 501(a), any IRA, or a custodial account under section 403(b) (7) if the account satisfies the requirements of section 401(f) (2)
- Code 2: The United States or any of its agencies or instrumentalities
- Code 3: A state, the District of Columbia, a possession of the United States, or any of their political subdivisions or Instrumentalities
- Code 4: A foreign government or any of its political subdivisions, agencies, or instrumentalities
- Code 5: A corporation
- Code 6: A dealer in securities or commodities required to register in the United States, the District of Columbia, or a possession of the United States Code 7: A futures commission merchant registered with the Commodity Futures Trading Commission
- Code 8: A real estate investment trust
- Code 9: An entity registered at all times during the tax year under the Investment Company Act of 1940
- Code 10: A common trust fund operated by a bank under section 584(a)
- Code 11: A financial institution
- Code 12: A middleman known in the investment community as a nominee or custodian
- Code 13: A trust exempt from tax under section 664 or described in section 4947

FATCA Exemption Codes: The following codes identify payees that are exempt from reporting under FATCA. These codes apply to persons submitting this form for accounts maintained outside of the United States by certain foreign financial institutions. If you are only submitting this form for an account you hold in the United States, leave this field blank. The following codes identify payees that are exempt from FATCA Reporting:

- Code A: An organization exempt from tax under section 501(a) or any individual retirement plan as defined in section 7701(a) (37)
- Code B: The United States or any of its agencies or instrumentalities
- Code C: A state, the District of Columbia, a possession of the United States, or any of their political subdivisions or instrumentalities
- Code D: A corporation the stock of which is regularly traded on one or more established securities markets, as described in Reg. section 1.1472-1(c)(1)(i)
- Code E: A corporation that is a member of the same expanded affiliated group as a corporation described in Reg. section 1.1472-1(c) (1)(i)
- Code F: A dealer in securities, commodities, or derivative financial instruments (including notional principal contracts, futures, forwards, and options) that is registered as such under the laws of the United States or any state
- Code G: A real estate investment trust
- Code H: A regulated investment company as defined in section 851 or an entity registered at all times during the tax year under the Investment Company Act of 1940
- Code J: A common trust fund as defined in section 584(a)
- Code K: A bank as defined in section 581 Code L: A broker
- Code M: A trust exempt from tax under section 664 or described in section 4947(a) (1)
- Code N: A tax-exempt trust under a section 403(b) plan or section 457(g) plan

Part 10 - Certification: Please sign, date and provide preparer’s name in appropriate space.