

COMPLETING SALES REPORT

Login: <https://arizonahousing.my.site.com/MHD/s/login/?ec=302&startURL=%2FMHD%2Fs%2F>

On the left side of the dashboard, select the word Licenses (appears under the word Dashboard). Select Submit Sales Report.

Dashboard

Licenses

Permits

Inspections

Plan Review

Certificates and Labels

Complaints and Appeals

Audits

Purchase History

Manage License Applications

Use the Quicklinks below to Apply for New Licenses or Manage Existing Licenses.

- New Application**
Click on New Application below to Apply. Complete the Application to the best of your ability for Approval.
New Application
- Withdraw Application**
Request to withdraw a submitted application that has not been approved.
Withdraw Application
- Request Administrative Changes**
Request Admin Changes.
Request Admin Changes
- All License(s)**
View All License(s)
View All License(s)
- All Application(s)**
View All Application(s).
View All Application(s)
- Submit Sales Report**
Submit Sales Report

You will see Sales Report. Ensure the Dealer License Number is correct. Select the first day of the calendar month as the Reporting Period Start date and select the last day of the calendar month as the Reporting Period End date. After selecting the dates, select Next in the lower right corner. ***The below screenshots pertain to Dealer license number 8080 and are shown to explain the process of filing online Sales Reports. You should see your Dealer license number. The Sales Report number shown is unique to Dealer license number 8080.**

Sales Report

Dealer License Number

8080

* Reporting Period Start

Apr 1, 2024

* Reporting Period End

Apr 30, 2024

Cancel Next

After selecting Next, you will see a report number that Salesforce created. It will not be the report number shown in the below example. The report number will start DS -. IF you do not see a report number, contact Amanda Duncan (amanda.duncan@azhousing) or Donna Grant (donna.grant@azhousing).

Dealer Sales Report


1 Dealer Sales Report
2 Pay and Submit

Note : If there is an amendment needed on the past reports, please navigate to the "Revised Sales Reports" tile and update the changes.
Click on the report number to proceed with your report.

> DS - 008723

Back To Home **Next**

Click on the report number. Fields will appear that are based on the license classification. D-8B Dealer must enter the total number of used homes sold. D-8 Dealer must enter the total number of new manufactured homes sold and the total number of used homes sold. D-10 Dealer must enter the total number of FBBs sold. D-12 Dealer must enter the total number of new manufactured homes sold, total number of used homes sold and the total number of FBBs sold.

 Arizona Department of Housing

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Dealer Sales Report

1 Dealer Sales Report
2 Pay and Submit

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Click on the report number to proceed with your report.

∨ DS - 008723

* Total Number of New Manufactured Homes Sold

Complete this field.

* Total Number of Used Homes Sold

Complete this field.

Total number of FBBs sold

Back To Home **Next**

If the Total Number entered is greater than 0, additional fields will appear that the dealer must complete by clicking on Add More +.

In the below example, the Dealer entered that 1 new manufactured home was sold. Additional field appears asking for the 'Number of New Manufactured Homes Sold for \$200k or Less'. If the Dealer enters 1 in that field, an additional field will appear asking for the Number of New Manufactured Homes Sold for \$200k or Less (above) that included the purchase of land. Dealer must enter the first and last name of the purchaser and serial number of the home. Dealer must upload the Homeowner Information Bulletin. If the total number of new manufactured homes sold is greater than 1, the Dealer must select 'Add More' and enter the required information for each purchaser/sold unit.

DS - 008723

* Total Number of New Manufactured Homes Sold

Number of New Manufactured Homes Sold for \$200k or Less

Please Provide Details of all the buyers of new Homes.

* First Name	* Last Name
<input type="text"/>	<input type="text"/>
Month and Year Sale Closed	* Serial Number
<input type="text" value="April, 2024"/>	<input type="text"/>

Please Provide details of Home Owner Information Bulletin document for this sale.

Document Name	Upload Action	Uploaded Documents	Remove
<input type="text" value="Homeowner Information Bulletin"/>	<input type="button" value="Upload Files"/>		<input type="button" value="Remove"/>

Examples of how to enter buyer name(s):

-Purchasers are Bill and Diane Smith. Enter Bill & Diane in the First Name field. Enter Smith in the Last Name Field.

-Purchaser is C&D Company LLC. Enter C&D Company LLC in the First Name field. Enter N/A in the Last Name Field.

-Purchasers are Connie Avalos and Greg Graham. Enter Connie/Greg in the First Name Field. Enter Avalos/Graham in the Last Name Field. **Do not create two entries for the same home.*

Example of how to enter Serial Number:

-Serial number is CAVAZD01-11401 X & U: Enter serial number as CAVAZD01-11401XU or CAVAZD0111401XU. **Do not create two entries for the same home. Example: Do not create an entry for CAVAZD01-11401X and another entry for CAVAZD01-11401U.*

After all required information has been entered and the applicable Homeowner Information Bulletins have been uploaded, select Next in the lower right corner. The Pay and Submit screen will advise if recovery fund fees are owed or not. If no payment is owed, click on the Submit button. If payment is owed, pay the recovery fund fees online, print a copy of the receipt for your records and click on the Submit button.

Notes:

- Homeowner Information Bulletins are located on our website. Ensure that you are using the current Homeowner Information Bulletins. If a review of the uploaded bulletins shows that the Dealer uploaded a Department of Fire, Building and Life Safety Homeowner Information Bulletin, the Dealer will be contacted and advised to upload the Department of Housing Homeowner Information Bulletin(s).
- If a purchaser/buyer is not available to sign a Homeowner Information Bulletin, the dealer is to complete the dealer required information on the form, print the name of the purchaser on the purchaser's signature line and write 'signed copy to follow'. Dealer is to email the signed Homeowner Information Bulletin to the Department so that it can be uploaded to the Dealer's sales report.
- If you do not see a report number after selecting the beginning and ending date of the calendar month of the sales report and selecting Next, contact the Department.