



Arizona  
Department  
of Housing

AZ MHBD

# Tenant – Portal User Guide



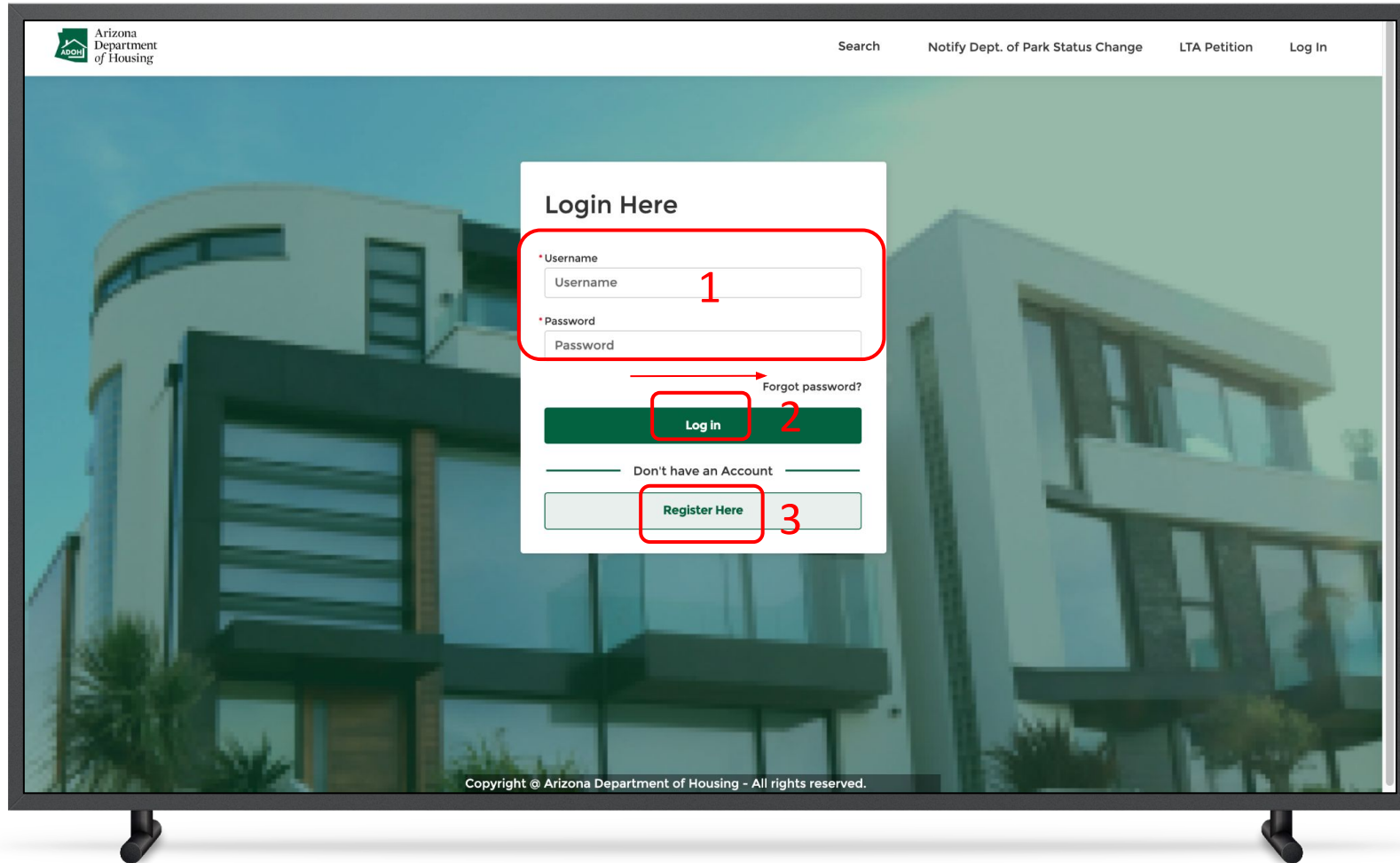
# Table of Contents

- Login and Registration
- Relocation
- Complaints and Appeals
- Consumer Complaints
- LTA (Landlord Tenant Act) Petition



# Login & Registration

# Login



## Instructions

1. Enter Username and Password
2. Click 'Log in' button
3. If you want to register, click the 'Register Here' button



## Key Points

If you can't remember your password, click 'Forgot password?'

# Registration

The screenshot shows the Arizona Department of Housing (ADOH) Registration form. The form is titled "Registration" and includes the following fields and elements:

- Registration Type:** A dropdown menu with "Relocation Tenant" selected.
- Personal Information:** Fields for First Name, Middle Name, Last Name, and Date of Birth (MM/DD/YYYY).
- Contact Information:** Fields for Email Address and Mobile Phone Number.
- Property Information:** Fields for Space Number and Park Name (with a "Select Park" dropdown).
- Attestation:** A checkbox labeled "I consent to receive notifications from the Department of Housing and Manufactured Buildings by Email and SMS." with a red callout "2".
- Submit Button:** A green button labeled "Submit" with a red callout "3".
- Sign In:** A link labeled "Sign In" below the "Submit" button.
- Footer:** "Already have an Account" link.

The form is displayed on a screen with a background image of a modern building. The ADOH logo is in the top left corner, and navigation links (Search, Notify Dept. of Park Status Change, LTA Petition, Log In) are in the top right corner.

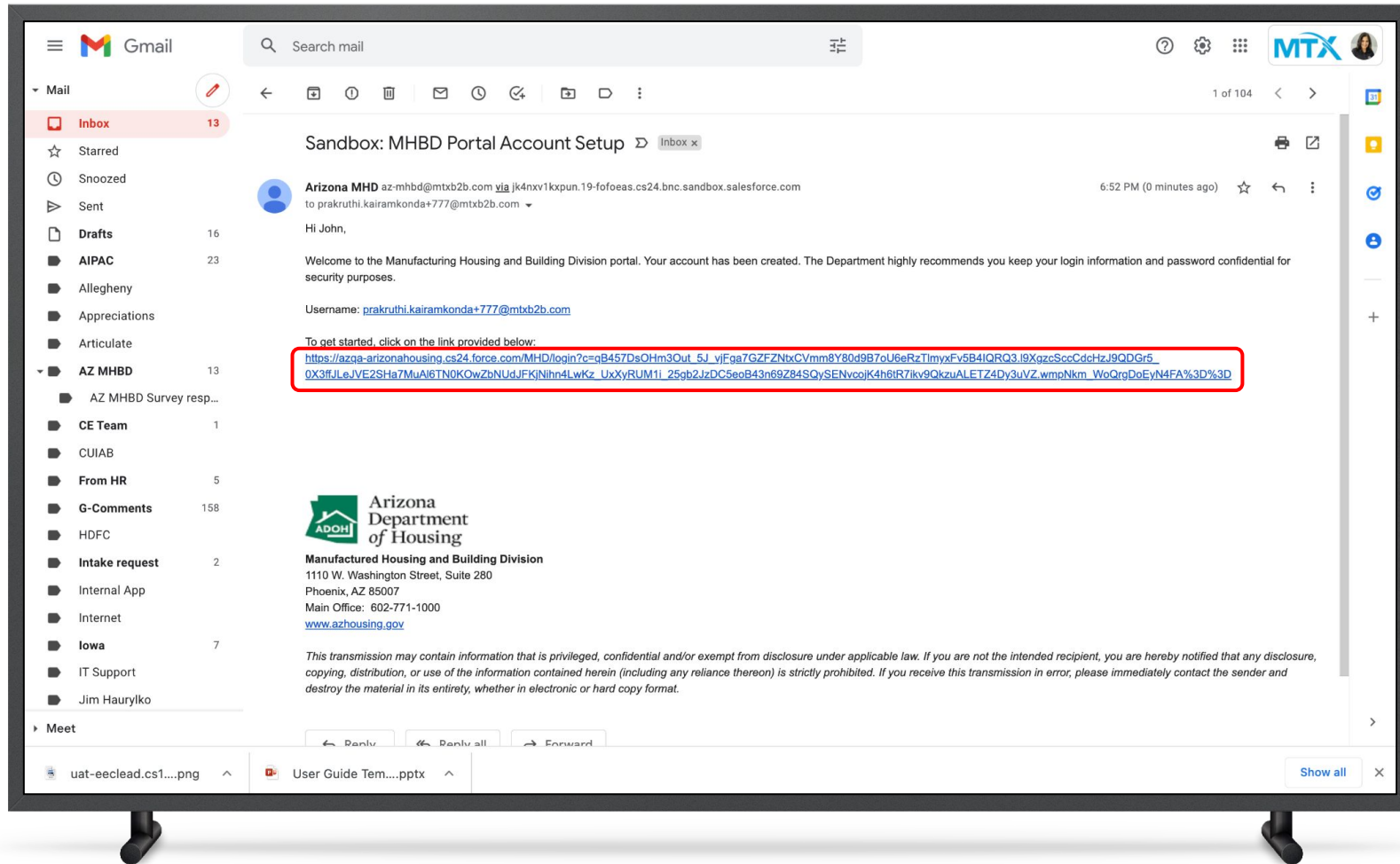
## Instructions

1. Select the 'Relocation Tenant' Registration Type from the dropdown list
2. Populate required details
3. Check the attestation box
4. Click Submit

## Key Points

Upon clicking Submit button, the system will display a success message on the screen.

# Registration



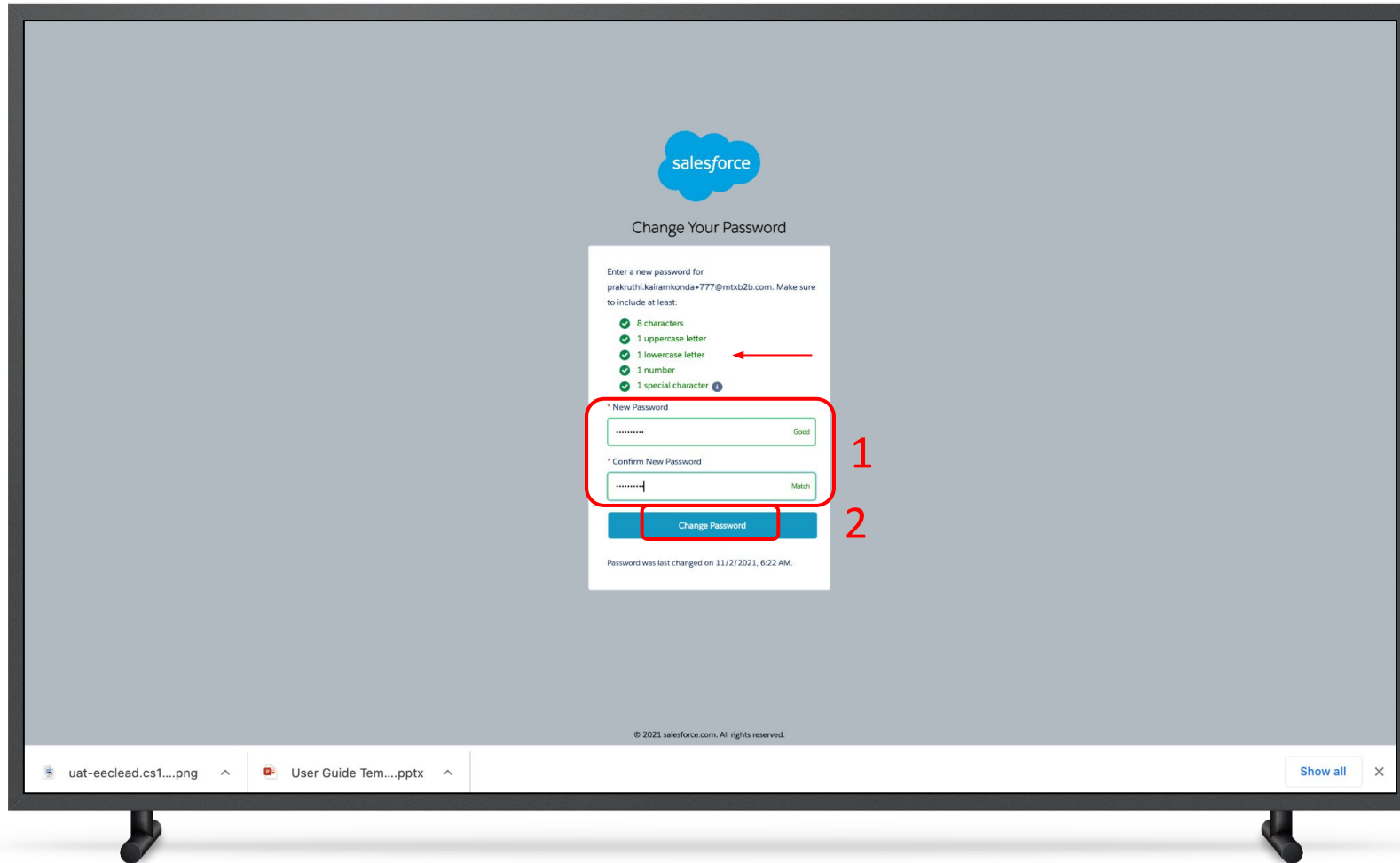
## Instructions

You will receive an account set up email to your registered email address. Click on the link; you will be navigated to the Change Your Password page

## Key Points

No key points

# Registration



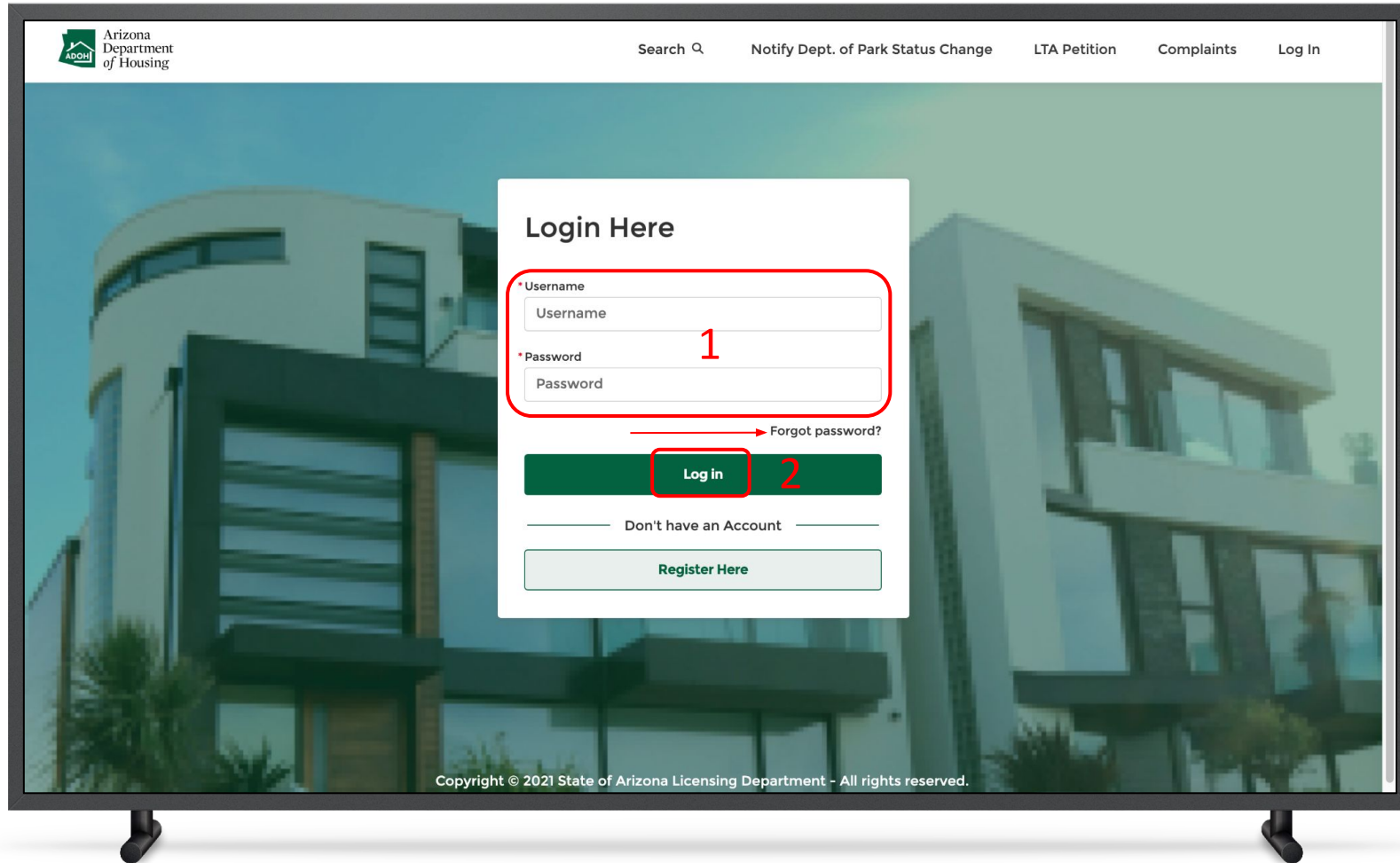
## Instructions

1. Enter New Password and confirm
2. Click 'Change Password' button

## Key Points

Make sure that the password meets the given criteria.

# Login



## Instructions

1. Return to the login page and enter Username and Password
2. Click 'Log in' button



## Key Points

No key points





# Relocation

# Dashboard

Arizona Department of Housing

Search My Profile Logout

Relocations

Dashboard

Relocation

Complaints and Appeals

Purchase History

Acknowledgement

Notification Announcement :  
Please check here for any upcoming announcements from MHBD

Dashboard

Relocations

Complaints and Appeals

1 Approved ✓	0 Rejected/Denied ✗	0 Submitted ↑	0 Unsubmitted !	0 Under Review ↑
--------------------	---------------------------	---------------------	-----------------------	------------------------

Tracoe  
https://azqa-arizonahousing.cs24.force.com/MHD/s/#-6

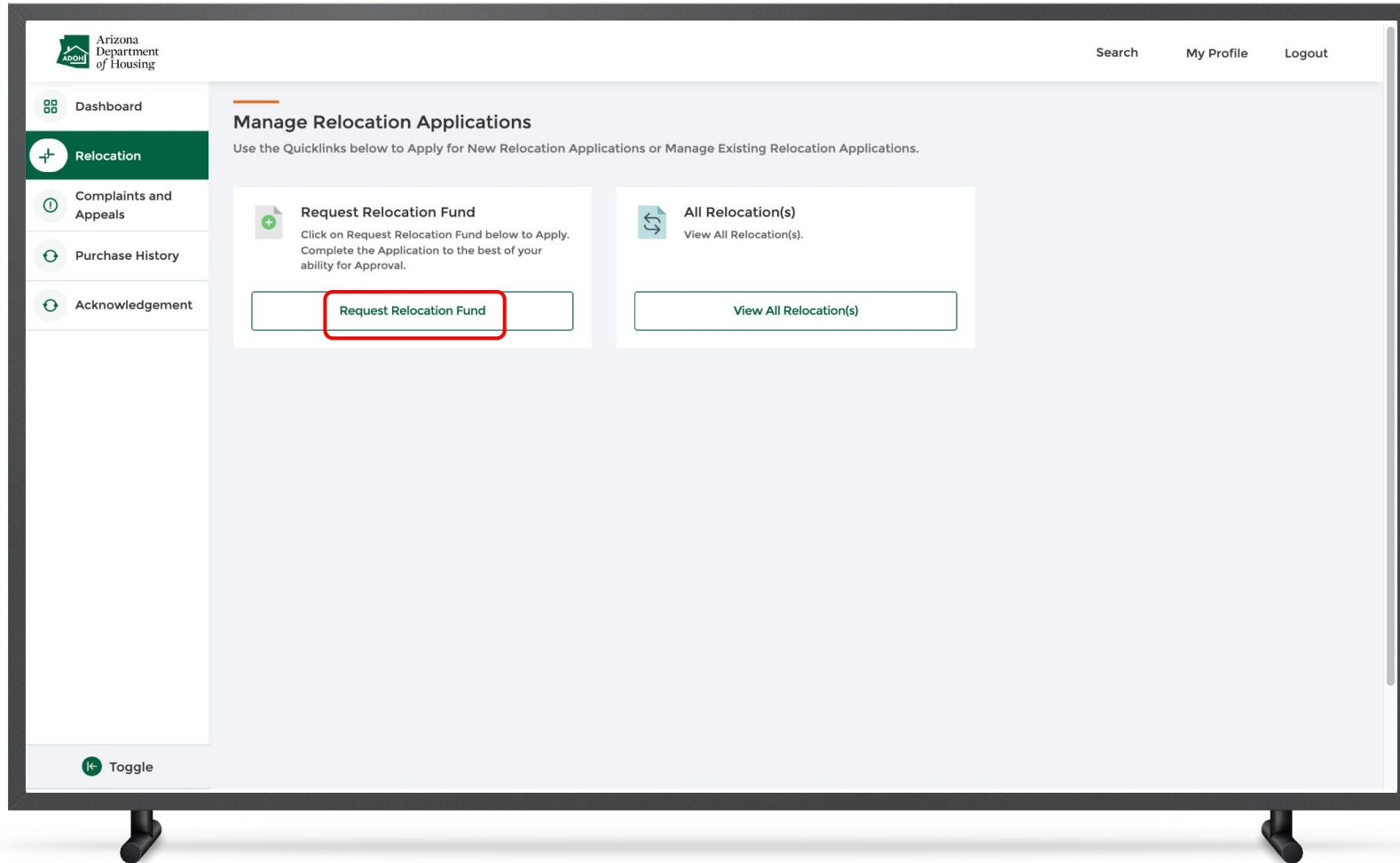
## Instructions

1. Once you have logged in as a Tenant, you will land on the Relocations Dashboard that displays the number of application that are Approved, Rejected and Submitted, etc.
2. Click on Relocation tab from the toggle Menu bar

## Key Points

No key points

# Relocation



## Instructions

Navigate to Relocation tab and click on Request Relocation Fund button.

## Key Points

No key points

# Relocation

Arizona Department of Housing

Search My Profile Logout

## New Relocation Application

\* means required fields

Type of home

Mobile Home

Mobile Home

Manufactured Home

Park Trailer

Back Next

## Instructions

A New Relocation Application (prerequisite) form will open.

1. Select the Type of Home from the drop-down

## Key Points

Fields with \* are mandatory fields

# Relocation

Arizona Department of Housing

Search My Profile Logout

### New Relocation Application

\* means required fields

\* Type of home  
Mobile Home

**Relocation Fund Type**  
Relocation Fund Type

- Change in Use Redevelopment of Land or Park Closure
- Rent Increase
- Change in Age Restricted Community

## Instructions

Select Relocation Fund Type from the drop-down.



## Key Points

Relocation Fund Types:

1. Change in the Use Redevelopment of Land or Park Closure
2. Rent Increase
3. Change in Age Restricted Community

# Relocation

Arizona Department of Housing

Search My Profile Logout

### New Relocation Application

\* means required fields

\* Type of home  
Mobile Home

\* Relocation Fund Type  
Rent Increase

\* Sub-Type  
Sub-Type

- Relocation
- Abandonment

## Instructions

Select a Sub-Type from the drop down

## Key Points

Sub-type field will appear only when you select "Change in the Use Redevelopment of Land or Park Closure" or "Rent Increase" Relocation Fund Types.

# Relocation

Arizona Department of Housing

Search My Profile Logout

### New Relocation Application

\* means required fields

\*Type of home  
Mobile Home

\*Relocation Fund Type  
Rent Increase

\*Sub-Type  
Relocation

Back Next

## Instructions

Click on Next

## Key Points

No key points

# Relocation

The screenshot displays the 'New Relocation Application' page on the ADOH website. The page is titled 'New Relocation Application' and features a progress indicator on the left with three steps: 1. Identification and Address Information (current step), 2. Documents Upload, and 3. Acknowledgment. The main content area is titled 'Identification and Address Information' and includes a red asterisk indicating that fields with an asterisk are required. The form contains the following fields:

- Tenant's Name: Text input field containing 'Tenant Test'.
- Phone Number: Text input field containing '1234567890'.
- Email: Text input field containing 'prakruthi.kairamkonda+tt@mtxb2b.com'.
- Park Name: Search input field with a magnifying glass icon.
- Park Name: Text input field.
- Unit Address: Text input field.
- Search Address: Search input field with a magnifying glass icon.
- Street Address: Text input field.
- Lot number: Text input field.
- City: Text input field.
- State/Province: Dropdown menu with 'Arizona' selected.
- Zip/Postal Code: Text input field.
- County: Dropdown menu.

## Instructions

You will land on the Identification and Address Information page

1. Fill the required information

## Key Points

Parks that are approved will only appear in the Park Name list



# Relocation

Arizona Department of Housing

Search My Profile Logout

Apache County

**Unit Information**

\* Space Number  
2

Year

Unit Size (Width in Feet) X Unit Size (Length in Feet)

\* Type  
Single Wide

Manufacturer

**Contracted Installer**

ROC Search

\* License  
1 LA-00920

License Number  
LA-00920-Abhilasha03 M03 Verma03

2  No contracted installer found

Next Save and Exit

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## Instructions

1. Associate the Contracted Installer (you can find the lists all the Installer Licenses that are issued by the department)
2. If the Installer is not found in the list, check the “Contracted Installer found” box

## Key Points

No key points

# Relocation

Arizona Department of Housing

Search My Profile Logout

\* Zip/Postal Code \* County

**Unit Information**

\* Space Number  
2

Year

Unit Size (Width in Feet) X Unit Size (Length in Feet)

\* Type

Manufacturer

**Contracted Installer**

No contracted installer found

License Number

Contractor's Name

Next Save and Exit

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## Instructions

1. Enter the License Number and Contractor's Name
2. Click Next

## Key Points

No key points

# Relocation

Arizona Department of Housing

Success  
File uploaded successfully

Search My Profile Logout

## New Relocation Application

- 1 Identification and Address Information
- 2 Documents Upload
- 3 Acknowledgment

### Documents Upload

\* means required fields

Document Name	Upload Action	Uploaded Documents
Copy of your Paid Personal Property Tax Statement *	1 <input type="button" value="Upload Files"/>	<input type="button" value="View Files"/>
Valuation form *	<input type="button" value="Upload Files"/>	<input type="button" value="View Files"/>
Contract agreement for installation *	<input type="button" value="Upload Files"/>	<input type="button" value="View Files"/>
Upload one of the following		
• Front Page of your Title	<input type="button" value="Upload Files"/>	<input type="button" value="View Files"/>
• A Notarized Document Showing Ownership	<input type="button" value="Upload Files"/>	

Back **Next** Save and Exit

## Instructions

1. Click Upload files and upload all the required documents. (First three documents and either fourth or fifth document are mandatory.)
2. Click Next

## Key Points

No key points

# Relocation

Arizona Department of Housing

Search My Profile Logout

## New Relocation Application

- ✓ Identification and Address Information
- ✓ Documents Upload
- 3 Acknowledgment

### Acknowledgment

\* means required fields

1 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.

2 \* Signature: John Test Date: Feb 1, 2022

3 Back Submit Save and Exit

## Instructions

1. Read the Acknowledgement
2. Enter your Signature
3. Click Submit

## Key Points

Date will be defaulted to today's date

# Relocation

Arizona Department of Housing

Search My Profile Logout

Dashboard

Relocation

Complaints and Appeals

Purchase History

Acknowledgement

Notification Announcement :  
Please check here for any upcoming announcements from MHBD

Dashboard

Relocations

Complaints and Appeals

1 Approved ✓	0 Rejected/Denied ✗	1 Submitted ↑	0 Unsubmitted !	0 Under Review ↑
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Toggle

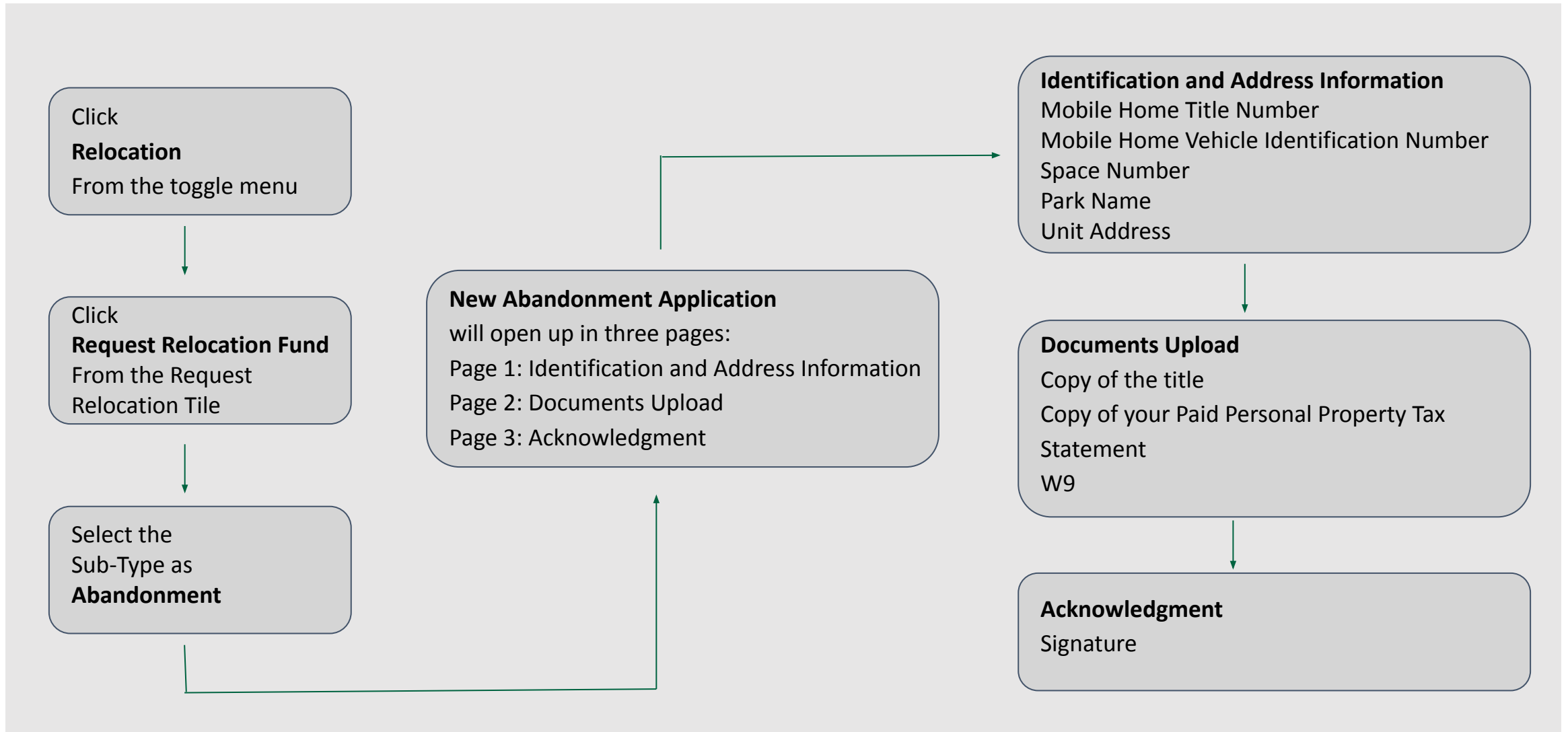
## Instructions

Once you have submitted the application, the Relocations Dashboard will get updated and the no.of submitted Applications can be seen on the Submitted tile.

## Key Points

No key points

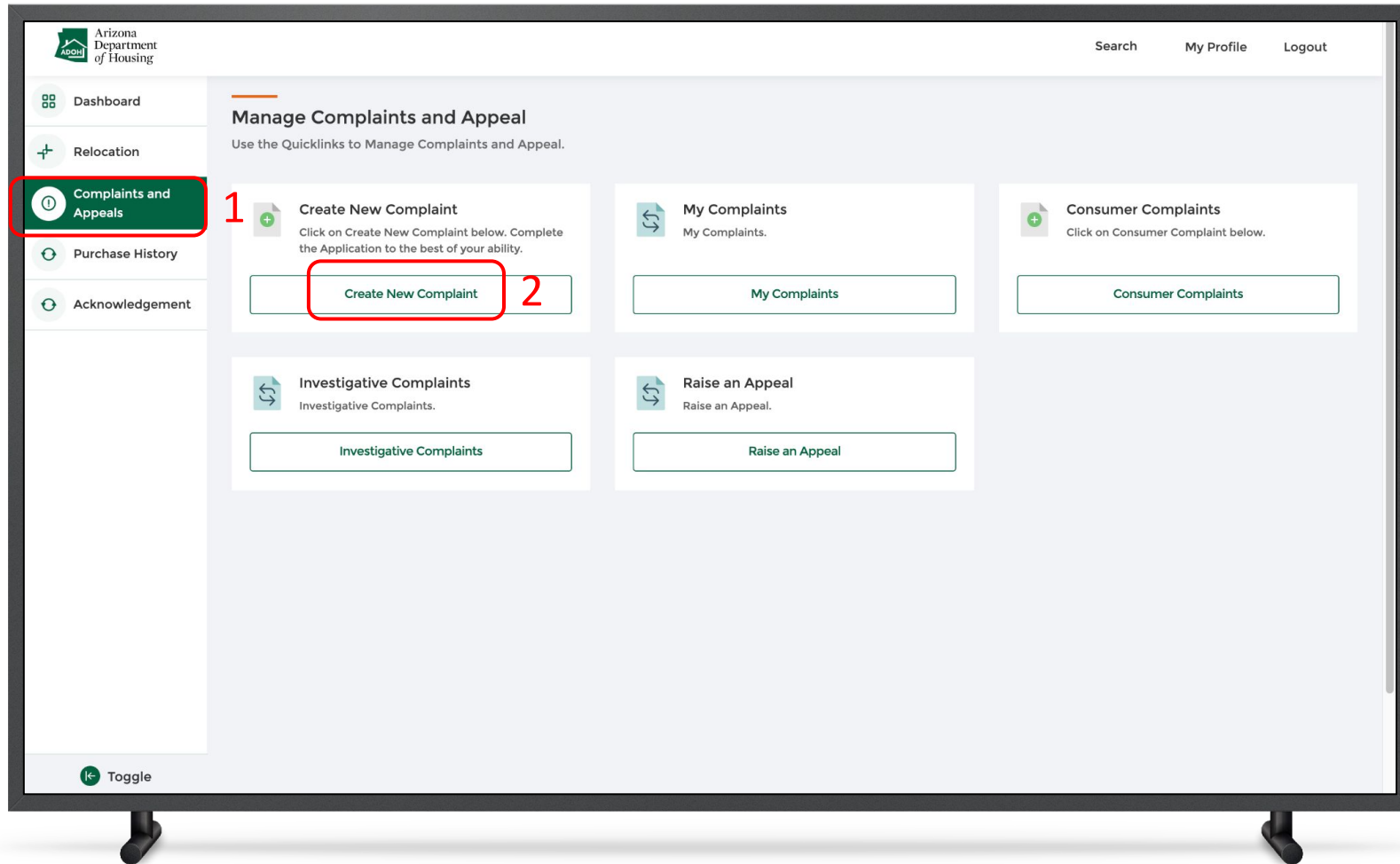
# Abandonment





# Complaints and Appeals

# Complaints and Appeals



## Instructions

1. Click Complaints and Appeals tab from the toggle menu bar
2. Click Create new Complaint

## Key Points

No key points



# Complaints and Appeals

Arizona Department of Housing

Search My Profile Logout

## Consumer Complaint

- 1 Identification Information
- 2 Licensee Information
- 3 Unit Information
- 4 Document Upload
- 5 Complaint Details
- 6 Acknowledgement

### Identification Information

Complainant Name  
Tenant Test

Email  
prakruthi.kairamkonda+tt@mtxb2b.com

1 Daytime Phone

Work Phone

2 Mailing Address

Search Address

Street Address

Suite/Apt Number

City

State/Province

Zip/Postal Code

## Instructions

1. Populate complainant Phone Number
2. Populate Mailing Address

## Key Points

# Complaints and Appeals

Arizona Department of Housing

Search My Profile Logout

Country  
United States

Unit Address  
1  Same as Mailing Address

Search Address

Street Address

Suite/Apt Number

City

State/Province  
Arizona

Zip/Postal Code

Country  
United States

Name of Mobile Home Park or Subdivision (If applicable)  
2

Back Next Save and Exit

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## Instructions

1. Check the 'Same as Mailing address' box if the Unit Address is same as Mailing Address (If not, you need to enter Unit address as well)
2. Click Next

## Key Points

No key points

# Complaints and Appeals

Arizona Department of Housing

Search My Profile Logout

## Consumer Complaint

- 1 Identification Information
- 2 Licensee Information**
- 3 Unit Information
- 4 Document Upload
- 5 Complaint Details
- 6 Acknowledgement

### Licensee Information

**Manufacturer Company**

License cannot be located in the search

Search by license number or Search By Manufacturer Name

Search by license number or Search By Manufacturer Name

License

**Dealer License**

License cannot be located in the search

Search by license number or Search By Dealer Name

Search by license number or Search By Dealer Name

License

**Installer License**

License cannot be located in the search

Search by license number or Search By Installer Name

Search by license number or Search By Installer Name

License

## Instructions

Search for Manufacturer License, Dealer License and/or Installer Licenses using the respective search fields.

## Key Points

- You can associate either of three or all the three Licenses to the complaint
- You can search by the License number or by the Name

# Complaints and Appeals

Arizona Department of Housing

Search My Profile Logout

3 Unit Information

4 Document Upload

5 Complaint Details

6 Acknowledgement

License cannot be located in the search

Search by license number or Search By Manufacturer Name

Search by license number or Search By Manufacturer Name

License

**Dealer License**

License cannot be located in the search

Search by license number or Search By Dealer Name

Search by license number or Search By Dealer Name

License

**Installer License**

License cannot be located in the search

Search by license number or Search By Installer Name

Search by license number or Search By Installer Name

License

Back Next Save and Exit

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## Instructions

Scroll down and click Next to continue.

## Key Points

No key points

# Complaints and Appeals

Arizona Department of Housing

Search My Profile Logout

## Consumer Complaint

- ✓ Identification Information
- ✓ Licensee Information
- 3** Unit Information
- 4 Document Upload
- 5 Complaint Details
- 6 Acknowledgement

### Unit Information

The Unit is  
New

Serial Number

Purchase Date  
Jan 1, 2022

Installation Date  
Jan 7, 2022

Unit Type

- Mobile Home
- Manufactured Home
- FBB
- Park Model
- Other Recreational Vehicle

## Instructions

1. Populate Unit Information
2. Select Unit Type from the dropdown list

## Key Points

- If you have selected a Unit Type that is not eligible to file a complaint, you will see a note: 'This department does not regulate. If you have made an error please go back and select the correct Unit Type'
- Consumer will be eligible raise a complaint after 1 year from the Unit's date of Purchase or Installation (whichever date is later)

# Complaints and Appeals

The screenshot shows the 'Consumer Complaint' form on the ADOH website. The form is titled 'Unit Information' and contains several fields: 'The Unit is' (dropdown menu with 'New' selected), 'Serial Number' (text input), 'Purchase Date' (calendar icon, 'Jan 1, 2022'), 'Installation Date' (calendar icon, 'Jan 7, 2022'), and 'Unit Type' (dropdown menu with 'Mobile Home' selected). At the bottom right of the form, there are three buttons: 'Back', 'Next', and 'Save and Exit'. The 'Next' button is highlighted with a red rectangular box.

## Instructions

Click Next

## Key Points

No key points

# Complaints and Appeals

Arizona Department of Housing

Search My Profile Logout

## Consumer Complaint

- ✓ Identification Information
- ✓ Licensee Information
- ✓ Unit Information
- 4 Document Upload**
- 5 Complaint Details
- 6 Acknowledgement

### Document Upload

Document Name	Upload Action	Uploaded Documents
Copy of Consumer Cosmetic Walk-through Form	<input type="button" value="Upload Files"/>	
Map of Home Location	<input type="button" value="Upload Files"/>	
Copy of Purchase Agreement/Contract and/or Addendum/ Change Order *	<b>1</b> <input type="button" value="Upload Files"/>	
Any emails/documents to support your claims	<input type="button" value="Upload Files"/>	
If Seller, upload the listing agreement	<input type="button" value="Upload Files"/>	
Escrow Documents *	<input type="button" value="Upload Files"/>	

**2**

## Instructions

1. Click Upload Files and upload supported documents
2. Click Next

## Key Points

Purchase Agreement/Contract and/or Addendum/ Change Order document(s) is mandatory.

# Complaints and Appeals

Arizona Department of Housing

Search My Profile Logout

## Consumer Complaint

- ✓ Identification Information
- ✓ Licensee Information
- ✓ Unit Information
- ✓ Document Upload
- 5** Complaint Details
- 6 Acknowledgement

### Complaint Details

List issues with the home or building numerically and please write legibly. Provide a brief description of the issue(s).

**DO NOT provide lengthy storylines.**

Serial No.	Issue Description	Remove
1.	Test issue	

**1**

**2**

**2**

**3**

Back Next Save and Exit

## Instructions

1. Describe your issue in the Issue Description field
2. Click Add Issue if you want to register another complaint/issue individually
3. Click Next

## Key Points

No key points



# Complaints and Appeals

Arizona Department of Housing

Search My Profile Logout

## Consumer Complaint

- ✓ Identification Information
- ✓ Licensee Information
- ✓ Unit Information
- ✓ Document Upload
- ✓ Complaint Details
- 6 Acknowledgement

### Acknowledgement

I hereby give my permission to send a copy of this complaint to the licensee(s) involved, and if this office verifies my complaint, I agree to allow the licensee(s) to make appropriate corrections. By entering my name below I am authorizing the Department to receive my formal complaint and consider it as a form of my signature

Name  
Test Tenant

Back Submit

## Instructions

1. Check the Acknowledgement box
2. Enter your Name
3. Click Submit; the complaint will be filed

## Key Points

No key points

# Complaints and Appeals

Arizona Department of Housing

Search My Profile Logout

Dashboard

Relocation

Complaints and Appeals

Purchase History

Acknowledgement

Notification Announcement :  
Please check here for any upcoming announcements from MHBD

Dashboard

Relocations

Complaints and Appeals

0 Closed

1 Submitted

3 Unsubmitted

0 In-review

Toggle

## Instructions

1. Navigate to Complaints and Appeals on the Dashboard
2. You will find the filed complaint under the Submitted tile

## Key Points

No key points



# Consumer Complaints

# Consumer Complaints

The screenshot shows the ADOH dashboard with the following elements:

- Header:** Arizona Department of Housing logo, Search, My Profile, Logout.
- Left Sidebar:** Dashboard, Relocation, **Complaints and Appeals** (highlighted with a red box and '1'), Purchase History, Acknowledgement.
- Main Content Area:** Manage Complaints and Appeal. Use the Quicklinks to Manage Complaints and Appeal.
  - Create New Complaint:** Click on Create New Complaint below. Complete the Application to the best of your ability. Button: Create New Complaint.
  - My Complaints:** My Complaints. Button: My Complaints.
  - Consumer Complaints:** Click on Consumer Complaint below. Button: Consumer Complaints (highlighted with a red box and '2').
  - Investigative Complaints:** Investigative Complaints. Button: Investigative Complaints.
  - Raise an Appeal:** Raise an Appeal. Button: Raise an Appeal.
- Footer:** Toggle.

## Instructions

1. Click the **Complaints and Appeals** tab from the toggle menu bar
2. Click **Consumer Complaint**

## Key Points

No key points.

# Consumer Complaints

Arizona Department of Housing

Search Manage Users My Profile Logout

### Consumer Complaints

License Type: All License Number: All Status: All [Reset Filter](#)

Show 10 entries Search...

Complaint Number	Dealer License	Installer License	Manufacturer License	Complainant Name	Unit Serial Number	Status	Action
00001457	LA-51024	LA-64685		Joshua Steven NewQualifyingParty	dew58948653	Closed	<a href="#">View</a> <a href="#">Respond</a> <a href="#">Request 5-day extension</a>
00001294	LA-87041			Chawda	76thbjb		

Showing 1 to 2 of 2 entries

javascript:void(0)

## Instructions

Click on the **Action icon** and select **View** from the list.



## Key Points

The consumer can perform following Actions from this page:

- View
- Respond
- Request 5-day extension

# Consumer Complaints

Arizona Department of Housing

Search Manage Users My Profile Logout

## Consumer Complaint

- ✓ Identification Information
- ✓ Licensee Information
- ✓ Unit Information
- ✓ Document Upload
- ✓ Complaint Details
- 6 Acknowledgement**
- 7 Additional Requirements

### Acknowledgement

I hereby give my permission to send a copy of this complaint to the licensee(s) involved, and if this office verifies my complaint, I agree to allow the licensee(s) to make appropriate corrections. By entering my name below I am authorizing the Department to receive my formal complaint and consider it as a form of my signature

Name  
Josh Pettyjohn

Back **Next** Back To Home

## Instructions

1. You will be navigated to the complaint application that was filed
2. To review the details for all the fields you will need to be in view mode
3. You can switch between the sections by clicking on the page title
4. Click **Next**

## Key Points

No key points.

# Consumer Complaints

Arizona Department of Housing

Search Manage Users My Profile Logout

## Consumer Complaint

- Identification Information
- Licensee Information
- Unit Information
- Document Upload
- Complaint Details
- Acknowledgement
- 7 Additional Requirements

### Additional Requirements

Additional Information Required

Please provide additional documents

Additional Information Due Date

Mar 9, 2022

Response

### Add Response

Document Name	Upload Action	Uploaded Documents	Remove
Test	Upload Files	View Files	Remove

Back **Submit** Back To Home

## Instructions

1. Enter any **Additional Information**
2. Enter the **Document Name**
3. Click **Upload Files**
4. Click the **Submit** button

## Key Points

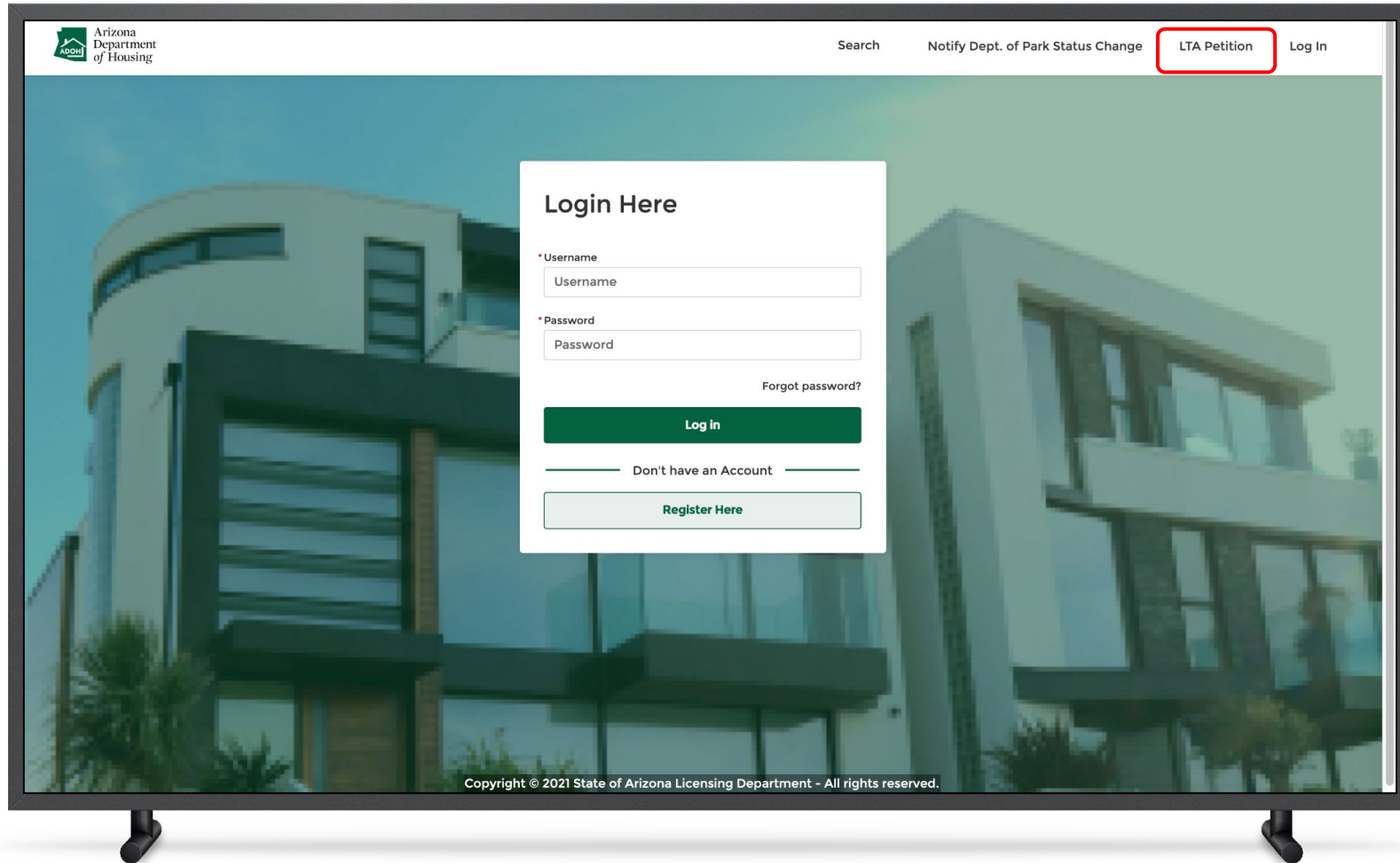
You can add fields by clicking **Add More**.



# LTA (Landlord Tenant Act) Petition



# LTA Petition



## Instructions

Click LTA Petition on the top navigation bar.



## Key Points

LTA Petition is an authenticated process. Both Landlords and Tenants file an LTA petition.

# Identification and Address Information

The screenshot shows the 'LTA Petition' form on the Arizona Department of Housing website. The page has a header with the ADOH logo and navigation links for 'Search', 'Notify Dept. of Park Status Change', 'LTA Petition', and 'Log In'. A left sidebar contains a progress indicator with five steps: 1. Identification and Address Information (highlighted), 2. LTA Complaint, 3. Park Contacts' Details, 4. Acknowledgement and Signature, and 5. Pay and Submit. The main content area is titled 'Identification and Address Information' and includes a red asterisk legend: '\* means required fields'. Below this, the 'Petitioner Information' section contains several input fields, each with a red asterisk indicating it is mandatory: 'Petitioner's First Name', 'Petitioner's Last Name', 'Mobile Phone', 'Email address', 'Name of Mobile Home Park', 'Make of Home', 'Year', 'Model', and 'Size'.

## Instructions

Populate Identification and Address Information.

## Key Points

Fields with \* are mandatory

# LTA Petition

Arizona Department of Housing

Search   Notify Dept. of Park Status Change   LTA Petition   Log In

Lot Number/Apartment Number

\* City

\* Zip/Postal Code

\* Country

**Respondent Information**

\* Respondent's First Name

\* Respondent's Last Name **1**

Mobile Phone

\* Email address

\* Respondent Type

**2** **Next**

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## Instructions

1. Scroll down and fill Respondent Information
2. Click Next

## Key Points

No key points

# LTA Petition

The screenshot shows the 'LTA Complaint' section of the 'LTA Petition' form. On the left, a navigation menu lists five steps: 1. Identification and Address Information, 2. LTA Complaint, 3. Park Contacts' Details, 4. Acknowledgement and Signature, and 5. Pay and Submit. The main content area is titled 'LTA Complaint' and includes a red asterisk indicating required fields. Below the instructions, there is a table with three columns: 'Arizona Revised Statute ("ARS") Number', 'Date Of Occurrence', and 'Specify Violation, Act, And/Or Condition'. Each column has a corresponding input field. To the right of the table is a 'Remove' button with a trash icon. Below the table is an 'Add More' button. At the bottom right of the form are 'Back' and 'Next' buttons. Red boxes and numbers 1 through 6 are overlaid on the form to highlight specific elements: 1 points to the ARS Number input field, 2 to the Date Of Occurrence input field, 3 to the Specify Violation input field, 4 to the Add More button, 5 to the Remove button, and 6 to the Next button.

## Instructions

1. Enter Arizona Revised Statute (ARS) Number
2. Click the calendar icon and pick the Date of Occurrence
3. Specify Violation, Act, and/or Condition
4. You can add more fields by clicking Add More
5. Remove the fields by clicking the Delete icon
6. Click Next

## Key Points

Users can give the details of LTA complaint on this page.

# LTA Petition

Arizona Department of Housing

Search Notify Dept. of Park Status Change LTA Petition Log In

## LTA Petition

- ✓ Identification and Address Information
- ✓ LTA Complaint
- 3 Park Contacts' Details
- 4 Acknowledgement and Signature
- 5 Pay and Submit

### Park Contacts' Details

\* means required fields

**Park Contacts**

Available	Selected
Responsible Company	Park Owner
Resident Manager	Tenant

**Park Owner Details**

\* First Name

\* Last Name

Email

Phone

Search Address

Street Address

Suite/Apt Number

## Instructions

1. Select the Park Contacts from the Available box and move it to the Selected box using right arrow
2. Populate Park Contact Details (in this scenario, Park Owner and Tenant are selected)

## Key Points

Add at least two park contact details to proceed with the application.

# LTA Petition

Arizona Department of Housing

Search Notify Dept. of Park Status Change LTA Petition Log In

Phone

Search Address

Street Address

Suite/Apt Number

City

State

Zip/Postal Code

**Tenant Details**

Add a Tenant

First Name	Last Name	Email	Phone Number	Zip/Postal Code	Action
No records found					

Back Next

Privacy Policy

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## Instructions

1. Click Add a Tenant, if Tenant details are not available in the system
2. Click Next

## Key Points

No key points

# LTA Petition

Arizona Department of Housing

Search Notify Dept. of Park Status Change LTA Petition Log In

## LTA Petition

- ✓ Identification and Address Information
- ✓ LTA Complaint
- ✓ Park Contacts' Details
- 4 Acknowledgement and Signature**
- 5 Pay and Submit

### Acknowledgement and Signature

\* means required fields

I, we, the undersigned, request a hearing in regard to this complaint. Please note that the Petitioner's name on the first step of this Petition will be designated as the contact person and will be the only Petitioner receiving correspondence or notices from this office.

\* Full Name \* Date

Back Next

## Instructions

1. Check the attestation box
2. Enter Full Name and Date
3. Click Next

## Key Points

No key points

# LTA Petition

Arizona Department of Housing

Search Notify Dept. of Park Status Change LTA Petition Log In

## LTA Petition

- ✓ Identification and Address Information
- ✓ LTA Complaint
- ✓ Park Contacts' Details
- ✓ Acknowledgement and Signature
- 5 Pay and Submit

### Pay and Submit

\* means required fields

Product Description	Quantity	Fee
LTA Petition	1	\$50.00

Total Fee: \$50.00

Click on Pay button below to make the payment.

[Pay](#) [Back](#) [Back To Home](#)

## Instructions

1. Total Fee to be paid will be displayed on the screen
2. Click Pay button, you will be directed to State of Arizona Checkout Utility page

## Key Points

No key points



# LTA Petition

The screenshot shows the 'State of Arizona Checkout Utility' interface. At the top, there is a blue header with the state seal and the text 'State of Arizona Checkout Utility' and 'State of Arizona'. Below the header, the page title 'Payment Information' is highlighted with a red box and the number '1'. The main form area is titled 'CHECKOUT - PAYMENT INFORMATION' and contains several input fields: 'First Name' (Prakruthi), 'Last Name' (K), 'Billing Address' (XYZ), 'City' (NM), 'State' (AZ), 'Zip' (85018), and 'Email' (prakruthiemail@gmail.com). A red box labeled '2' encompasses the address fields. Below these fields, there are radio buttons for 'Credit Card' (selected) and 'Electronic Check', with a red box labeled '3' around them. Underneath, there are logos for Discover, American Express, Mastercard, and Visa, along with a warning message: 'Credit Cards issued by a foreign bank or entity are not an acceptable form of payment due to the system's inability to confirm security measures. As an alternative, please use a secured or prepaid Credit Card issued by a US entity or bank.' Below this, the 'Credit Card Number' field (415928222222221) and 'CVV/CSV' field (655) are highlighted with a red box labeled '4'. At the bottom of the form, there are 'Clear', 'Cancel', and 'Continue' buttons, with the 'Continue' button highlighted by a red box and the number '5'.

## Instructions

1. You will be directed to Payment Information page
2. Populate Payment information
3. Select the Card Type by checking the radio button
4. Provide Card Details
5. Click Continue

## Key Points

Credit cards issued by a foreign bank or entity are not accepted due to security measures. Use secured or prepaid credit card issued by a US entity or bank.

# LTA Petition

State of Arizona Checkout Utility  
State of Arizona

**Order Review**

Please review your order and ensure the information below is correct before proceeding.  
If you agree with the information as displayed; please click the "Authorize" button to process the payment.

**BILLING INFORMATION**

**Name:**  
Prakruthi K

**Address:**  
XYZ, NM, AZ, 85018

**Phone:**  
999-999-9999

**Email:**  
prakruthiemail@gmail.com

[Edit](#)

**ACCOUNT INFORMATION**

VISA  
4\*\*\*\*\*2221

[Edit](#)

**ORDER INFO**

Order No	Product ID	Item Description	Amount	Quantity	Total Amount
1466769979	HD026	REHABILITATION PERMIT	\$306.00	1	\$306.00
Total					\$306.00

## Instructions

Review the order details.

## Key Points

No key points

# LTA Petition

XYZ, NM, AZ, 85018

**Phone:**  
999-999-9999

**Email:**  
prakruthiemail@gmail.com

[Edit](#)

**ACCOUNT INFORMATION**

VISA  
4\*\*\*\*\*2221

[Edit](#)

**ORDER INFO**

Order No	Product ID	Item Description	Amount	Quantity	Total Amount
1466769979	HD026	REHABILITATION PERMIT	\$306.00	1	\$306.00
Total					\$306.00

**Note:**

I understand that the following amount will be billed to my credit card. My credit card statement will show the following merchant name(s) and amount(s) for this transaction.

Merchant	Amount
AZ Dept of Housing	\$306.00

The total amount to be billed to your credit card is **\$306.00**.

[Previous](#) [Cancel](#) [Authorize](#)

State of Arizona Checkout Utility  
State of Arizona

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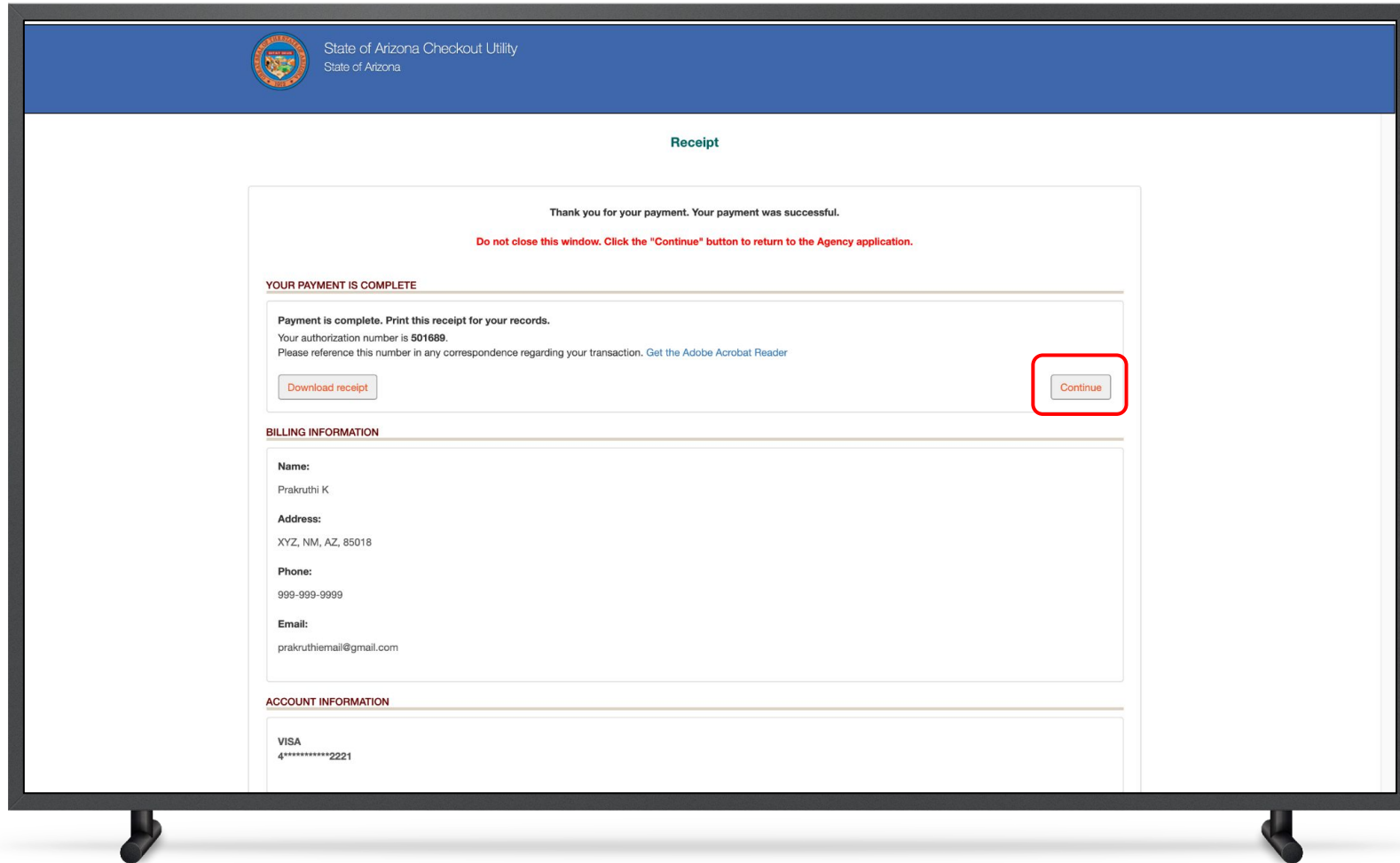
## Instructions

Scroll down and click Authorize.

## Key Points

No key points

# LTA Petition



## Instructions

You will land on the Receipt page

1. Click Continue

## Key Points

You can download the receipt by clicking the Download receipt button.

# LTA Petition

Arizona Department of Housing

Search Notify Dept. of Park Status Change LTA Petition Log In

## LTA Petition

- ✓ Identification and Address Information
- ✓ LTA Complaint
- ✓ Park Contacts' Details
- ✓ Acknowledgement and Signature
- 5 Pay and Submit

### Pay and Submit

\* means required fields

Thank you! Your payment was successfully processed.

[View Receipt](#) 1

[Submit](#) 2

[Back](#) [Submit](#)

## Instructions

1. Click View Receipt to view the payment receipt
2. Click Submit to submit the application

## Key Points

No key points



Arizona  
Department  
of Housing

This Concludes AZ MHBD Tenant - Portal User Guide

**THANK YOU**

