



STATE OF ARIZONA
DEPARTMENT OF HOUSING
1110 WEST WASHINGTON, SUITE 280
PHOENIX, ARIZONA 85007
(602) 771-1000 FAX: 602-771-1002
WWW.HOUSING.AZ.GOV

**RELOCATION FUND ASSISTANCE INFORMATION
FOR CHANGE IN USE DUE TO REDEVELOPMENT
OR CLOSURE OF A MOBILE HOME PARK**

Pursuant to Arizona Revised Statutes (“A.R.S.”) § 33-1476.01 (C), if a homeowner/tenant is required to move due to a change in use resulting in closure or redevelopment of the mobile home park, the homeowner/tenant may do any of the following:

1. **Relocate the home 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 mobile/manufactured home to a new location that is within a one hundred mile radius of the vacated mobile home park, or the maximum of \$12,500 for a single section mobile/manufactured home, or \$20,000 for a multi-section mobile/manufactured home.
2. **Abandon the mobile/manufactured home** in the mobile/manufactured home park and collect an amount equal to Forty Percent (40%) of the maximum allowable moving expense, which equates to \$5,000 for a single section or \$8,000.00 for a multi-section home, from the Fund.

REHABILITATION OF A MOBILE HOME

If the unit is a mobile home, built prior to June 15, 1976, the home is required to be rehabilitated prior to the relocation of the mobile home to another mobile home park. A mobile home relocating to private property may be exempt from rehabilitation depending on local jurisdiction requirements. A rehabilitation permit must be purchased from the Department prior to any modification of the unit.

Pursuant to A.R.S. § 41-4008, the costs of bringing a mobile home into compliance with the requirements may be reimbursed to the homeowner from the Fund for an amount not to exceed one thousand five hundred dollars (\$1,500) if the homeowner qualifies based on income.

Additional Information

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

- Application packet for the relocation of a mobile/manufactured home.
- Application packet for abandonment of a mobile home.
- Application packet for the rehabilitation of a mobile home.
- Application packet for financial assistance with the costs of complying with standards.

Thank You.

RELOCATE HOME

ARIZONA DEPARTMENT OF HOUSING
REQUEST FOR RELOCATION ASSISTANCE

CHECKLIST

Please include the following documents when applying for Relocation Assistance from the Mobile Home Relocation Fund:

- A copy of this completed Check List.**
- A copy of the Request Form, signed and dated.**
- A copy of one (1) of the following:**
 - Front page of your Title or**
 - A notarized document showing ownership.**
- A copy of your Personal Property Tax Statement from the County reflecting a ZERO (\$0) balance due.**
- If the home is being moved to a different County, you must also include a 504 Tax Clearance Form from the current County Assessor's Office.**
- A copy of the Contract for relocating the home. The contract must be with an Installer licensed with the ADOH.**

NOTE: If any documents are missing or incomplete, your request will be rejected and will need to be resubmitted.

Please return all documents by mail to:

ATTN: Relocation Fund Department
Arizona Department of Housing
1110 W. Washington St., Suite #280
Phoenix, Arizona 85007

Email: kimberly.merrill@azhousing.gov

Fax: 602.771.1002

Questions? Please call Kim at 480.604.3062

ARIZONA DEPARTMENT OF HOUSING

REQUEST FOR RELOCATION ASSISTANCE

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. § 33-1409.29 and eligible to receive assistance.

(Signature of Tenant)

(Date)

TENANTS NAME: _____
(Please Print)

PHONE: _____ EMAIL: _____

PARK NAME: _____

UNIT ADDRESS: _____ Space # _____

CITY/ STATE/ ZIP CODE: _____

PARK PHONE: _____ SINGLE-SECTION MULTI-SECTION

UNIT SIZE: _____ YEAR: _____ MANUFACTURER: _____

Please Attach the Following Documents:

1. Copy of your Personal Property Tax Statement from the County reflecting a ZERO balance
2. If moving the home out of the County, must include Form 504 – Tax Clearance from County Assessor
3. Copy of one of the Following:
 - a. Front Page of your Title; or
 - b. A Notarized Document Showing Ownership
4. Copy of the Contract for Relocation of the Home

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

Via e-mail or USPS
kimberly.merrill@azhousing.gov
ATTN: Relocation Fund Department
Arizona Department of Housing
1110 W. Washington St., 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

<u>HOME OWNER INFORMATION</u>	<u>CURRENT LOCATION OF MOBILE HOME</u>
NAME: ADDRESS: PHONE NUMBER:	ADDRESS & SPACE NUMBER:
<u>DESCRIPTION OF HOME</u>	<u>NEW RELOCATION ADDRESS</u>
SINGLE OR MULTI-WIDE: SIZE: MANUFACTURER: SERIAL NUMBER: YEAR MANUFACTURED: HUD LABEL IF ANY:	ADDRESS & SPACE NUMBER: ESTIMATED NUMBER OF MILES TO BE MOVED

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

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 one hundred mile radius of the vacated mobile home park or **\$12,500** for a single section mobile home or **\$20,000** 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 Forty Percent 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 **\$2,500** 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. \$500 for each mobile home space occupied by a single section mobile home.
 - 2. \$800 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. \$500 for each mobile home space occupied by a single section mobile home.
 - 2. \$800 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 when all of the following have been provided/completed:
 - 1. The installer has obtained valid permits to move the mobile or manufactured home to a new location. (504 form)
 - 2. The installer 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.
- 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. After delivery of the one hundred eighty-day notice prescribed by subsection a of this section, the landlord and the tenants shall inform any prospective buyer or tenant that closure of the park is pending.
- O. 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.