INSTRUCTIONS FOR COMPLETING & SUBMITTING MOBILE HOME REHABILITATION PERMIT APPLICATION

The Rehabilitation Permit Application must be submitted online through the E-Licensing portal: <u>https://azmhbd.force.com/MHD</u>

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	Search Login Here Username Username Password Forgot password Cog In Don't have an Account Register Here	Notify Dept. of Park Status Change	LTA Petition Log In	

Instructions for creating an account on the E-Licensing portal:

https://housing.az.gov/programs/manufactured-housing-building/e-licensingsolution

Once your account has been created and you have logged into your account you will select the following options:

Permits on the left side of the dashboard.

New Permit Application

DEPARTMENT OF HOUSING		s	earch	Manage Users	My Profile	Logout
88 Dashboard	Manage Permit Applications	Asnage Existing Dermits				
Permits	New Permit Application	Withdraw Permit		Peques	Administr	ativa
Inspections	Click on New Permit Application below to Apply. Complete the Application to the best of your ability for Approval.	Application Request to withdraw a submitted application that has not been approved.		Change Request Adm	S in Changes.	ative
Plan Review Certificates and Labels	New Permit Application	Withdraw Permit Application]	Request	Admin Changes	
Complaints and Appeals	All Permit(s)	All Permit Application(s)				
Purchase History Acknowledgement	View All Permit(s)	View All Permit Application(s) View All Permit Application(s)]			

Permit type: Rehabilitation Permit

	New Permit Application
P	Permit Type
	Select Permit Type
	Manufactured Home Installation Permit
	Factory Built Building Installation Permit
	Special Use Installation Permit
	Rehabilitation Permit

Fill out the Rehabilitation Permit Application - Provide the information as noted.

OWNER INFORMATION

Owner name – Individual or Company

Email address

Mailing address

Telephone number

MOBILE HOME INFORMATION

Mobile Home Park name

Site address & space number

Manufacturer

Year of manufacture

Unit Size

VIN/Serial number

Has Rehabilitation Assistance been granted?

REQUIRED INFORMATION

Installer and/or Contractor information performing rehabilitation work.

- License Number
- Company Name
- Email address
- Telephone Number

PAY and SUBMIT

Make the payment using your Debit, Credit Card or Electronic Check. *Refer to the current Fee Schedule for the permit cost.*

Once the payment has been made, you must select the "Submit" button.

Rehabilitation Permit Ap	plication	Delete
 Owner Information Mobile Home Information Required Information Pay and Submit 	Pay and Submit Thank you! Your payment was successfully processed. Click on Submit button below to complete the application.	
		Back Submit