

COMPLETING SALES REPORT

Login: <https://azmhbd.force.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.

ADPH Department of Housing

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Dashboard

Licenses

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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 that the Dealer License Number is correct. Enter the first day of the calendar month as the Reporting Period Start date and enter the last day of the calendar month as the Reporting Period End date. After entering the dates, select Next. *The below screenshots pertain to Dealer license number 8080 and are shown to explain the process of filing online Sales Reports.

Sales Report

Dealer License Number

8080

* Reporting Period Start

Mar 1, 2022

* Reporting Period End

Mar 31, 2022

Cancel

Next

After selecting Next, you will see a report number that the system created. IF you do not see a report number, contact Amanda Duncan (amanda.duncan@azhousing.gov) or Donna Grant (donna.grant@azhousing.gov) so that this can be corrected.

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.

> DS - 000303

Back To Home **Next**

Click on the report number. Fields, based on the dealer license classification, will appear. For example, if the dealer has a D-8B classification, 'Total Number of Used Homes Sold' will appear. If the dealer has a D-8 license, 'Total Number of New Manufactured Homes Sold' and 'Total Number of Used Homes Sold' will appear. Enter the total number of sales in each of the fields.

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

∨ DS - 000303

Total Number of New Manufactured Homes Sold

Total Number of Used Homes Sold

Total number of FBBs sold

If the Total Number of New Manufactured Homes Sold or Total Number of Used Homes Sold or Total number of FBBs sold is greater than 0, additional fields will appear that the dealer must complete.

In the below example, the Dealer entered there was 1 new manufactured home 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 will enter the first and last name of the purchaser and serial number of the home. Dealer will upload the Homeowner Information Bulletin. If the total number of new manufactured homes sold is greater than 1, the dealer will select 'Add More' and enter the required information for each purchaser/sold unit.

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="March, 2022"/>	<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"/>

After all required information has been entered and all applicable homeowner information bulletins have been uploaded, select Next. The Pay and Submit screen will advise if recovery fund funds are owed or not. If no payment owed, select Update. If payment owed, pay the recovery fund fees online, print a copy of your receipt for your records, and Select Update.

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 requested to upload the Department of Housing bulletin(s).
- If a purchaser is not available to sign the Homeowner Information Bulletin, the dealer or broker is to complete the dealer required information on the form and print the name of the purchaser on the purchaser's signature line.
- If you do not see a report number after entering the beginning and ending date of the calendar month and selecting Next, contact the Department.