

# IGA MONTHLY REPORT FORM INSTRUCTIONS

The purpose of the IGA Monthly Report form is to collect information and to monitor the installation activity of manufactured homes/mobile homes and residential/commercial modular (FBB) buildings throughout the State.

All fields of information on form are required to be completed:

1. Name and Address of Jurisdiction Office: Jurisdiction name, Department, Address, City, State, Zip.
2. Submitted by: Primary contact for questions relating to report.
3. Date: Submission date.
4. Reporting Month: Month and four-digit year for which you are reporting.
5. Area code and Telephone Number: Primary contact's phone number.
6. Quantity of Permits Issued This Month:
  - FBB Commercial: quantity of installation permits issued.
  - FBB Residential: quantity of installation permits issued.
  - Manufactured Home: quantity of installation permits for manufactured homes and pre-1976 mobile homes issued.
7. Quantity of fees collected. Only the amount collected for the building installation permits, do not include local planning and zoning fees, etc.
8. Quantity of Permits Finalized This Month:
  - FBB Commercial: quantity of buildings completed and issued a Certificate of Occupancy.
  - FBB Residential: quantity of homes completed and approved for occupancy (no Certificate of Occupancy required to be issued)
  - Manufactured Home: quantity of manufactured homes and pre-1976 mobile homes completed and approved for occupancy (no Certificate of Occupancy required to be issued)
9. For each completed installation, provide the following:
  - HUD Label, FBB Insignia, or Rehabilitation Insignia number.
  - Unit serial number.
  - License number for the primary Installer or ROC Contractor.
  - Address of installation, including city, state and zip
  - Final Inspection Date.

The Monthly Report is due on or before the 15<sup>th</sup> day following the reporting month.