

IMPORTANT NOTICE

The Arizona Department of Fire, Building and Life Safety (DFBLS) sunsets on June 30, 2016. The Office of Manufactured Housing (OMH), a division within DFBLS, will become a division of the Arizona Department of Housing (ADOH) on July 1, 2016.

On June 24, 2016, OMH will be joining ADOH at 1110 West Washington, Suite 280, Phoenix, Arizona 85007.

Effective July 1, 2016, all checks are to be made payable to Arizona Department of Housing (instead of to the Department of Fire, Building and Life Safety) and sent to:

**Arizona Department of Housing
P.O. Box 6280
Phoenix, AZ 85005-6280**

All licensees with surety bonds are required to provide original surety bond riders by August 1, 2016. The surety bond riders must be effective July 1, 2016 and must state that the surety company acknowledges that the obligee, effective July 1, 2016, is the Arizona Department of Housing, 1110 W. Washington, Suite 280, Phoenix, AZ 85007.

Please be sure to check the website, azhousing.gov for updated forms and licensing packets.

An important change has been made with regards to the fingerprinting instructions. Applicants must now take unexpired photo identification, the Fingerprint Verification Form, and a 9x12 brown mailing envelope to the person or official taking their fingerprints. The fingerprint technician must complete the Fingerprint Verification Form and place it and the completed fingerprint card in the envelope before returning the envelope to the applicant.