SALES REPORT COVER LETTER

Date: _____ Dealer/Broker Business Name: _____

Dealer License Number: _____ Email address: _____

Total number of sales: _____ for the month/year of _____

BREAKDOWN OF SALES AND THE AMOUNT OF RECOVERY FUND OWED:

A) TOTAL NUMBER OF NEW MANUFACTURED HOMES SOLD: _____
   1. NUMBER OF NEW MANUFACTURED HOMES THAT SOLD FOR $200K OR LESS: _____
   2. NUMBER OF NEW MANUFACTURED HOMES SOLD FOR $200K OR LESS (ABOVE) THAT INCLUDED THE PURCHASE OF REAL PROPERTY: _____

B) TOTAL NUMBER OF USED HOMES SOLD: _____
   1. NUMBER OF USED HOMES THAT SOLD FOR $50K OR MORE: _____
   2. NUMBER OF USED HOMES SOLD FOR LESS THAN $50K: _____
      a) Dealer trust account used: _____ Escrow/title company used: _____

All Sales Reports must include the following:

1. **Sales Report Cover Letter;**
2. **Homeowner Information Bulletins, if applicable;**
3. **Recovery Fund payment of $30.00 for each home that was sold for less than $50K when earnest monies were deposited into a dealer trust account and that dealer did not meet the requirements of A.R.S. 41-4030 (C).**

INSTRUCTIONS FOR ONLINE PAYMENT TO RECOVERY FUND

Recovery fund payment may be paid online at https://events.azhousing.gov/payments

Payment category:	Select MFG Housing – Other Fees
Payment type:	Select Manufactured Housing – Recovery Fund
Quantity:	Enter number of used home sales **Should match line (B)(2).*
Total:	The site should autofill total amount owed.
License Number:	Enter Dealer/Broker license number
Comments:	Identify month/year of the sales report

METHODS TO SUBMIT SALES REPORT AND RECOVERY FUND PAYMENT

- **ON-LINE:** After making your online payment, you may scan and email your sales report to Donna.Grant@azhousing.gov; **or**
- **BY MAIL:** Mail Sales Report Cover letter, the appropriately completed Homeowner Information Bulletin(s), check made payable to the Arizona Department of Housing for the recovery fund assessment fee(s), and copy of 'Manufactured Housing, Mobile Home and Mobile Office Acquisition and Sales Report' to:
  Arizona Department of Housing, P.O. Box 6280, Phoenix, AZ 85005-6280.