

The Great Seal of the State of Arizona is a circular emblem. The outer ring contains the text "GREAT SEAL OF THE STATE OF ARIZONA" at the top and "1912" at the bottom, flanked by two stars. The inner circle features a shield with a landscape scene: a mountain range in the background, a river in the middle ground, and a sun rising over the horizon. Above the shield is a banner with the Latin motto "DITAE DEUS".

Gene Palma
Director

DEPARTMENT OF FIRE, BUILDING AND LIFE SAFETY

PIMA COUNTY

400 West Congress, Suite 121

Tucson, Arizona 85701

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(520) 628-6930 FAX

MARICOPA COUNTY

1110 West Washington, Suite 100

Phoenix, Arizona 85007

(602) 364-1003

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OFFICE OF ADMINISTRATION * OFFICE OF MANUFACTURED HOUSING * OFFICE OF STATE FIRE MARSHAL

Date _____

ANNUAL MANUFACTURER RECORD REVIEW

Manufacturer

Address

City, AZ 85xxx

Dear Mr./ Ms.:

On (date), staff from the Department of Fire, Building and Life Safety (“Department”) visited your manufacturing facility to perform an annual manufacturer record review, as required by U.S. Department of Housing and Urban Development State Administrative Agencies (“SAA”).

During the record review, (quantity) home files were reviewed which may have included files that were the subject of consumer complaints and/or Subpart I issues. Below is a summary of the case files and deficiencies, if any:

[illegible]

Also, during the record review, (quantity) state complaint home files were reviewed which were the subject of consumer complaints and/or Subpart I issues. Below is a summary of the case files and deficiencies, if any:

Consumer Complaint Cases

Complaint Case Number	Verified Item	Repair/Replacement Resolution Comments

SubPart I

Issue	Deficiency(s) Identified

Observations, Evaluation and Actions

(record the above)

The following recommended (required) actions are summarized for your review:

-
-
-

Please respond in writing to the Department ***within twenty (20) days*** of receipt of this letter. Include any plan of corrective action to be taken and/or description of actions already taken.

Thank you and please feel free to contact me if you have any questions.

Sincerely,

Name
Title
Office of Manufactured Housing
(602) 364-10xx

cc:file