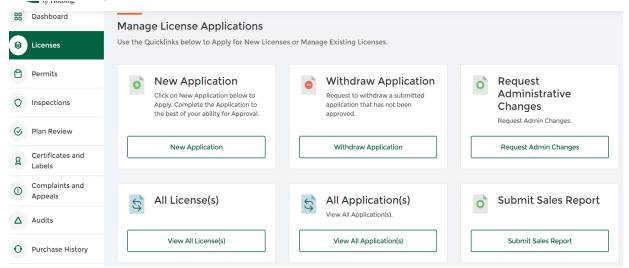
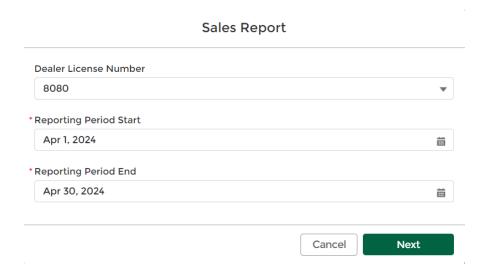
## COMPLETING SALES REPORT

Login: https://arizonahousing.my.site.com/MHD/s/login/?ec=302&startURL=%2FMHD%2Fs%2F

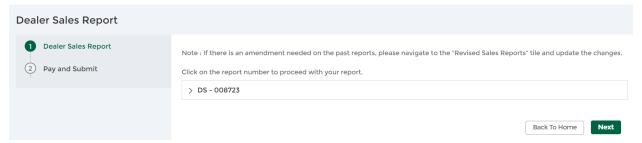
On the left side of the dashboard, select the word Licenses (appears under the word Dashboard). Select Submit Sales Report.



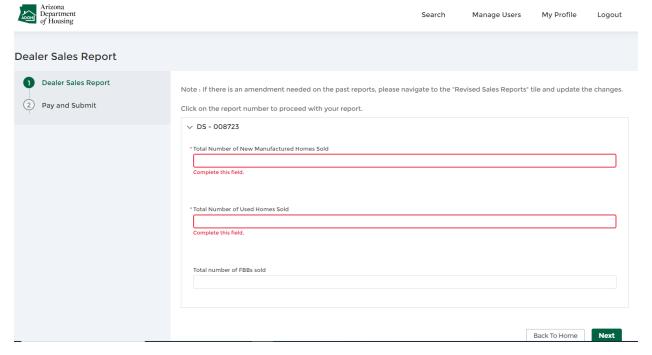
You will see Sales Report. Ensure the Dealer License Number is correct. Select the first day of the calendar month as the Reporting Period Start date and select the last day of the calendar month as the Reporting Period End date. After selecting the dates, select Next in the lower right corner. \*The below screenshots pertain to Dealer license number 8080 and are shown to explain the process of filing online Sales Reports. You should see your Dealer license number. The Sales Report number shown is unique to Dealer license number 8080.



After selecting Next, you will see a report number that Salesforce created. It will not be the report number shown in the below example. The report number will start DS -. IF you do not see a report number, contact Amanda Duncan (amanda.duncan@azhousing) or Donna Grant (donna.grant@azhousing).

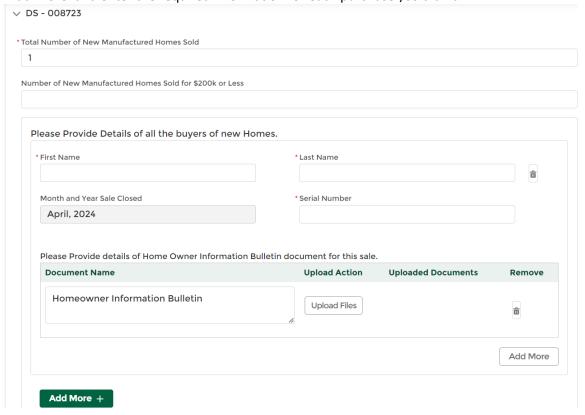


Click on the report number. Fields will appear that are based on the license classification. D-8B Dealer must enter the total number of used homes sold. D-8 Dealer must enter the total number of new manufactured homes sold and the total number of used homes sold. D-10 Dealer must enter the total number of FBBs sold. D-12 Dealer must enter the total number of new manufactured homes sold, total number of used homes sold and the total number of FBBs sold.



If the Total Number entered is greater than 0, additional fields will appear that the dealer must complete by clicking on Add More +.

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



Examples of how to enter buyer name(s):

- -Purchasers are Bill and Diane Smith. Enter Bill & Diane in the First Name field. Enter Smith in the Last Name Field.
- -Purchaser is C&D Company LLC. Enter C&D Company LLC in the First Name field. Enter N/A in the Last Name Field.
- -Purchasers are Connie Avalos and Greg Graham. Enter Connie/Greg in the First Name Field. Enter Avalos/Graham in the Last Name Field. \*Do not create two entries for the same home.

## Example of how to enter Serial Number:

-Serial number is CAVAZD01-11401 X & U: Enter serial number as CAVAZD01-11401XU or CAVAZD0111401XU. \*Do not create two entries for the same home. Example: Do not create an entry for CAVAZD01-11401X and another entry for CAVAZD01-11401U.

After all required information has been entered and the applicable Homeowner Information Bulletins have been uploaded, select Next in the lower right corner. The Pay and Submit screen will advise if recovery fund fees are owed or not. If no payment is owed, click on the Submit button. If payment is owed, pay the recovery fund fees online, print a copy of the receipt for your records and click on the Submit button.

## 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 advised to upload the Department of Housing
  Homeowner Information Bulletin(s).
- If a purchaser/buyer is not available to sign a Homeowner Information Bulletin, the dealer is to complete the dealer required information on the form, print the name of the purchaser on the purchaser's signature line and write 'signed copy to follow'. Dealer is to email the signed Homeowner Information Bulletin to the Department so that it can be uploaded to the Dealer's sales report.
- If you do not see a report number after selecting the beginning and ending date of the calendar month of the sales report and selecting Next, contact the Department.