



STATE OF MAINE
DEPARTMENT OF PROFESSIONAL
AND FINANCIAL REGULATION
OFFICE OF LICENSING & REGISTRATION
MANUFACTURED HOUSING BOARD
35 STATE HOUSE STATION
AUGUSTA, MAINE
04333-0035
TTY/HEARING IMPAIRED (888) 577-6690

JOHN ELIAS BALDACCI
GOVERNOR

ANNE L. HEAD
DIRECTOR
ROBERT LECLAIR
EXECUTIVE DIRECTOR

April 13, 2010

RE: New HUD Installation Standards and Pre-Occupancy Inspections

Dear Manufactured Housing Licensees:

As you are aware, HUD has mandated that all states implement Installation Standards that meet or exceed the model Installation Standards that were adopted by HUD for the installation of all **new** HUD homes (24 CFR Part 3285).

The State of Maine has had its Installation Standard approved by HUD as meeting or exceeding their model Installation Standards. The Board approved these rules as written; and a public hearing was held to take comments relative to the content of these standards. No comments for opposition of these standards were expressed. The effective date of these standards is April 1, 2010. These new rules, Chapter 890, can be downloaded on our website at www.maine.gov/professionallicensing.

The Installation Standards also mandate that pre-occupancy inspections must be performed randomly on 20% of all new HUD homes installed in the State of Maine. Subsequently, a committee was formed to develop a fair procedure to implement the pre-occupancy inspections. Our office would like to thank the committee members for their time and effort in developing this procedure.

Effective June 1, 2010, the following procedure will be implemented for determining which homes will be selected for pre-occupancy inspections:

- E-mail from the Dealer to manuhousingcomplaints.PFR@maine.gov when a home is ordered including the name of the Manufacturer, Model Number, Estimated Delivery Date, Physical Location and the Homeowner's Name.
- The office will E-mail the Dealer if they plan to do a pre-occupancy inspection on the home.
- If there will be an inspection, the Dealer will E-mail the office with the set date and will then coordinate a date and time for the inspection. The Manufactured Housing Board Staff will have five (5) working days to inspect the home.
- The fee for the pre-occupancy inspection will be \$300.00 per house in any location. This will be billed to the licensed Dealer.

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PHYSICAL LOCATION: 76 NORTHERN AVENUE,
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- If a violation is found upon initial pre-occupancy inspection and is corrected in its entirety upon re-inspection; there will be no extra charge for the re-inspection.
- If a violation is found upon initial pre-occupancy inspection and is not corrected in its entirety upon re-inspection; there will be an additional inspection fee.
- Once the home passes inspection there will be a seal installed by the inspector and a copy of the inspection form will be mailed to the dealer.

As with implementing any new procedure there will be some stumbling blocks to overcome; therefore, your patience and cooperation during this implementation period is greatly appreciated and critical to making it work smoothly.

Once the dealer is billed for the inspection they will have 30 days to submit payment. If payment is not received within the 30 days, licensing action may be taken against their license.

If you have any questions relative to the new standards or this new procedure, please feel free to contact our office.

Sincerely,

Robert LeClair
Executive Director