



LATEST NEWS
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 INITIATIVE CORPORATE PARTNERS
 MARCH 31, 2011

Institute for Building Technology and Safety

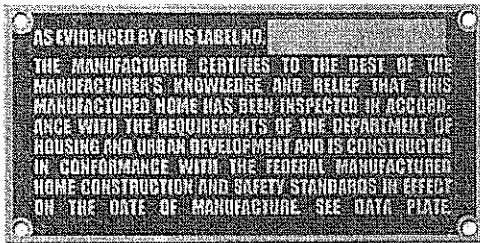
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HUD Label Verification



HUD Label

IBTS provides a verification letter by fax to verify the following information on manufactured homes:

- Label Number
- Serial Number
- Date of Manufacture
- Name of the Manufacturer
- Location of First Destination (usually the dealer)

Please note that this letter does NOT contain wind zone, roof load or thermal information.

The Institute for Building Technology and Safety (IBTS), as the Department of Housing and Urban Development's monitoring contractor under the Federal Manufactured Housing Program, is required to maintain all reported certification label applications, and has been the sole source of this data since 1976. The data IBTS maintains comes from manufacturers' production reports. Please note that HUD labels are not replaced. The verification letter that will be provided by fax suffices in most cases for missing HUD labels or unknown manufacturer data for specific homes.

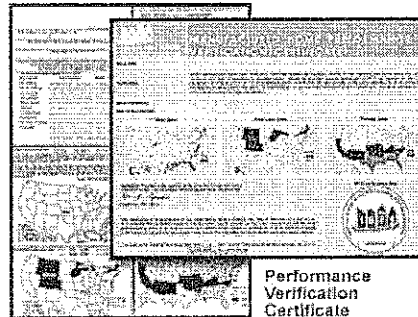
Fees

HUD Label Verification Letter

Regular: \$50 (5-10 business days)(nonrefundable research fee); or Urgent: \$100 (1-2 business days) (\$75 nonrefundable research fee)

HUD Data Plates/Compliance Certificate

HUD Data Plate / Performance Verification Certificate



HUD Data Plate

IBTS may be able to provide a copy of the data plate/compliance certificate if your home contains HUD label numbers starting with IDA, PEI, or ULI. If a copy is not available, we can provide a substitute Performance Verification Certificate generated based on the destination of the home.

The Institute for Building Technology and Safety (IBTS), as the Department of Housing and Urban Development's monitoring contractor under the Federal Manufactured Housing Program, is required to maintain all reported certification label applications, and has been the sole source of this data since 1976. The data IBTS maintains comes from manufacturers' production reports.

Note: Details for modular or pre-HUD homes built before June 15, 1976 are not available. If you know the home was built before this date, please do not submit your request as we will not research these homes.

Mission

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CERTIFICATIONS

IBTS is a 501(c)3 non-profit organization established to provide unbiased professional building code compliance services directly to, or on behalf of, government agencies at all levels. These services include inspections, plan reviews, building department services, education and training, staff augmentation, policy and procedure development, cost evaluation, energy ratings, and auditing.

Professional Licenses

Certifications by Agency

Additional Training

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COMPLETE
 ONLINE
 FORM

Request for HUD Label Verification Letter and HUD Data Plate/Compliance Certificate



The Institute for Building Technology and Safety (IBTS), as the Department of Housing and Urban Development's monitoring contractor under the Federal Manufactured Housing Program, is required to maintain all reported certification label applications, and has been the sole source of this data since 1976. The data IBTS maintains comes from manufacturers' production reports. Please note that HUD labels are not replaced. The verification letter that will be provided by fax suffices in most cases for missing HUD labels or unknown manufacturer data for specific homes. This letter does not contain wind zone, roof load or thermal information. To obtain this information, if it is available, you must request a copy of Data Plate. IBTS may be able to provide a copy of the data plate/compliance certificate if your home contains HUD label numbers starting with IDA, PEI or ULI. If a copy is not available, we can provide a Substitute Performance Verification Certificate generated based on the home's destination. Note: Details for modular or pre-HUD homes built before June 15, 1976 are not available. If you know the home was built before this date, please do not submit your request as we will not research these homes. Copies of data plates/compliance certificates are currently only available for label numbers starting with IDA, PEI, or ULI.

Regular requests for a verification letter or Data Plate/Compliance Certificate will be processed and faxed within 5-10 business days. Urgent requests are processed in 1-2 business days. If you have a closing date, please indicate the date on your form. Actual processing time may vary depending on the quality of the information you provide for research. All requests are processed on a first-come, first-served basis, unless a request is marked as "URGENT." URGENT requests are given the highest priority and are completed as soon as reasonably possible given the time of day the request is received and the accuracy of the information you provide to for IBTS to research. The costs are listed below. Requests should be faxed only to the number at the bottom of the page or completed on-line at www.ibts.org – and click on Manufactured Home Label/Data Plate Verification. Check requests are only received when you send them with your check. A non-refundable research fee of \$50 for regular and \$75 for urgent request will be charged even if your home is not found in IBTS' database.

Section 1: Type of Request (select all that apply)

- Verification for Manufactured Home Certification Labels (HUD Labels)
 HUD Data Plate/Compliance Certificate

Section 2: Requestor's Information (PLEASE PRINT LEGIBLY in black ink)

| | |
|----------------------------------|-------------------------|
| Reference or Loan Number: | |
| | |
| Company Name: | Phone Number: |
| | |
| Requestor's Name: | Fax Number: |
| | |
| Mailing Address: | Email: |
| | |
| City: | Date of Request: |
| | |
| State: | ZIP: |
| | Closing Date: |
| | |

Section 3: Manufactured Home Information

| | | | |
|--|--|-------------------------------|---------------|
| Home Manufacturer and Plant Location: | | | |
| Location of Home - City: | | | State: |
| Date of Mfg/Age: | | Complete Serial No.(s) | |
| Certification Label Number(s)* if known (start with 3 letters): | | | |
| | | | |

*Either Serial Number or Label Number must be provided.

Section 4: Payment:

| | | | | |
|--|---|--------------------------|--|--------------------------|
| VERIFICATION LETTER FEES: | REGULAR \$50.00 (\$50 non-refundable) | <input type="checkbox"/> | URGENT \$100.00 (\$75 non-refundable research fee) | <input type="checkbox"/> |
| DATA PLATE/COMPLIANCE CERTIFICATE FEES: | REGULAR \$100.00 (\$75 non-refundable) | <input type="checkbox"/> | URGENT \$125.00 (\$100 non-refundable research fee) | <input type="checkbox"/> |

Please **check one** of the following:

- Yes, if a copy of my original data plate is not available; I want a substitute Performance Verification Certificate based on the destination.
 No, I do not want the substitute certificate if a copy of the original data plate is not available. Please cancel my request

Please **check one** of the following payment options:

- Check (Mail check with request to: IBTS, 505 Huntmar Park Dr., Suite 250, Herndon, VA 20170) Do you have account with us?
 Credit Card: Visa/MasterCard/AMEX (Circle one. Charge will appear as IBTS on your bill.)

| | | | |
|------------------------------|--|-------------------------|-------------|
| Credit Card Number: | | Expiration Date: | |
| Card Owner's Name: | | | |
| Address: | | | ZIP: |
| Signature (required): | | | |
| | | | |

PLEASE NOTE: Payment is required for ALL requests up front. For label verifications, a minimum of \$50 will be charged for Regular requests and \$75 for Urgent requests, regardless of the results of our research. For Dataplate requests, a minimum Payment minimum of \$75 will be charged for Regular requests and \$100 for Urgent requests, regardless of the results of our research amount is per home—not section.

Instructions for Regular or URGENT Request from IBTS

In Section 3. Provide as much of the requested information. In most cases, providing a Certification Label Number (if known) will facilitate the process. The Serial Number is stamped into the steel front cross member of the home's frame. The data plate (a letter-sized piece of paper) located in the vicinity of the electrical panel box in the master bedroom closet or utility room, can also be a source of information regarding the Certification Label Number of the home. Label and Serial Numbers provided by the requesting party should be inclusive of all letters and digits. The Certification Label Numbers are identified by 3 letters followed by 6 or 7 numbers (including 0). *Example: XYZ-1000000.* Put only the information you know – do not guess. You may fax supporting information such as a title to (703) 437-6894 attached to a copy of your request confirmation.

In Section 4. If you are requesting a copy of the Data Plate/Compliance Certificate, in this section you will have the option to cancel your request if the Data Plate is not found and if you don't want a Substitute Performance Verification Certificate. Please note that if you cancel your request, you are still going to be charge a \$75 research fee for a regular search or \$100 for an urgent search.