



MIKE CAUSEY, INSURANCE COMMISSIONER & STATE FIRE MARSHAL
BRIAN TAYLOR, CHIEF STATE FIRE MARSHAL

MEMORANDUM

DATE: April 1, 2019 (replaces July 1, 2015 Factory Built Home Identification Memo)
TO: Whom It May Concern
FROM: C. Patrick Walker, P.E.
Technical Services Manager
Manufactured Building Division
RE: Factory Built Home Identification

How Can I Identify the Type of Factory Built Home that I have?

DATA PLATES

Factory Built Home Identification - DATA PLATES

1. The first and most important piece of information you should try to find regarding your home is the home's Data Plate.
2. Search the inside of your home to see if you can find the DATA PLATE still attached to it. It will be located permanently attached to your home in a protected location. If you find it, it contains all the information you will need regarding your home.
3. All Factory Built Homes, both HUD and Modular homes, have a Data Plate permanently attached to them when they are constructed.
 - a. Many times, Data Plates may have been painted over or removed during home renovations after the initial sale of the home.
4. What does a Data Plate look like?
 - a. Data Plates are normally an 8 ½"x11" laminated or otherwise protected piece of paper "permanently" glued/attached to the home on the inside of the structure. See Figures 1 and 2 for Examples of HUD (manufactured homes) Data Plates and Figures 3 and 4 for MOD (modular homes) Data Plates

Factory Built Home Identification Memo

April 1, 2019

Manufacturer Address:
SQUILLI HINES - ROCKWELL
 P.O. BOX 700
 ROCKWELL, NC 28138

Plant Name: SQUILLI
Plant Number: 0907
HUD Label No.: NTA190925 NTA190925

Manufacturer's Serial Number and Model Unit Designation:
7212656PCB 66 5700PE230H1B
 Design Approved by (D.A.P.I.):

COMFORT COOLING
 All conditions provided at factory (Alternate I)
 An outdoor manufacturer-installed pool hot tub is not permitted.

Controlled capacity: 8,111 Btu/h in accordance with the applicable ASHRAE conditions and equipment listed in the specification. The factory-installed equipment is designed to maintain an indoor temperature of 72°F when outdoor temperatures are 95°F dry bulb and 65°F wet bulb.

Information necessary to enable cooling loads at various locations and information provided in the report comfort cooling provided with this home:
 Air conditioning and equipment of factory (Alternate II)
 The supply air distribution system installed in this home is used for a manufactured home. The system is designed to maintain an indoor temperature of 72°F when outdoor temperatures are 95°F dry bulb and 65°F wet bulb.

Information necessary to enable cooling loads at various locations and information provided in the report comfort cooling provided with this home:
 Air conditioning and equipment of factory (Alternate III)
 The supply air distribution system installed in this home is used for a manufactured home. The system is designed to maintain an indoor temperature of 72°F when outdoor temperatures are 95°F dry bulb and 65°F wet bulb.

HOME CONSTRUCTED FOR: Zone I Zone II Zone III

DESIGN ROOF LOAD ZONE MAP: North 30 PSF, South 20 PSF, Middle 30 PSF, Other PSF

U-VALUE MAP: U-Value Map

Figure 1 – HUD

Manufacturer Address:
Cavalier Home Builders, LLC
 1601 ADDRESS AVENUE
 P.O. BOX 1097
 ROCKWELL, NC 27857

Plant Name: SQUILLI
Plant Number: 0907
HUD Label No.: NTA190925 NTA190925

Manufacturer's Serial Number and Model Unit Designation:
7212656PCB 66 5700PE230H1B
 Design Approved by (D.A.P.I.):

COMFORT COOLING
 All conditions provided at factory (Alternate I)
 All conditions provided at factory (Alternate II)
 All conditions provided at factory (Alternate III)

Controlled capacity: 8,111 Btu/h in accordance with the applicable ASHRAE conditions and equipment listed in the specification. The factory-installed equipment is designed to maintain an indoor temperature of 72°F when outdoor temperatures are 95°F dry bulb and 65°F wet bulb.

Information necessary to enable cooling loads at various locations and information provided in the report comfort cooling provided with this home:
 Air conditioning and equipment of factory (Alternate II)
 The supply air distribution system installed in this home is used for a manufactured home. The system is designed to maintain an indoor temperature of 72°F when outdoor temperatures are 95°F dry bulb and 65°F wet bulb.

Information necessary to enable cooling loads at various locations and information provided in the report comfort cooling provided with this home:
 Air conditioning and equipment of factory (Alternate III)
 The supply air distribution system installed in this home is used for a manufactured home. The system is designed to maintain an indoor temperature of 72°F when outdoor temperatures are 95°F dry bulb and 65°F wet bulb.

HOME CONSTRUCTED FOR: Zone I Zone II Zone III

DESIGN ROOF LOAD ZONE MAP: North 30 PSF, South 20 PSF, Middle 30 PSF, Other PSF

U-VALUE MAP: U-Value Map

Figure 2 – HUD

BUILDING MANUFACTURER'S DATA PLATE

MANUFACTURER: CH Manufacturing, Inc. DBA: Clayton-Richfield 933
ADDRESS: Post Office Box 1000, Richfield, NC 28137

BUILDING SERIAL NO. (S): C1005295NCRAB
MODEL NO.: MNC0603A 1867-8851

STATE LABEL NO. (S): 56988
DATE OF MANUFACTURE: 7-11-01

HWC LABEL NO. (S): M70102/M70103
DATE DATA PLATE ATTACHED: 7-17-01

THIS BUILDING IS DESIGNED AND CONSTRUCTED IN COMPLIANCE WITH THE FOLLOWING CODES:

REQUIREMENTS: Vol VII, 1995 CABO 182 Family 1997 NC ED W/1998/1999 Rev.
PLUMBING: Vol VII, 1995 CABO 182 Family 1997 NC ED W/1998/1999 Rev.
GAS: Vol VII, 1995 CABO 182 Family 1997 NC ED W/1998/1999 Rev.
MECHANICAL: Vol IV, 1999 NEC With 1999 NC Rev.

THIS BUILDING IS DESIGNED FOR THE FOLLOWING CONDITIONS:

USE GROUP/OCCUPANCY: R
CONSTRUCTION TYPE: VI Unprotected
FIRE RATING OF EXTERIOR WALLS (PHS.): Category B
SEISMIC ZONE: .043

U₀ FLOOR: .051
U₀ WALLS: .082
U₀ ROOF/CEILING: .043

ELECTRICAL SERVICE: 200 AMPS, 120/240 VOLT, Single Phase 60 Hz
FUEL TYPE: NATURAL GAS
WATER SYSTEM TEST PRESSURE: 100 PSI

THE FOLLOWING MAJOR APPLIANCES WERE PROVIDED BY THE BUILDING MANUFACTURER:

APPLIANCE	MANUFACTURER	MODEL
HEATING	Nordyne	E2FB015HA
AIR CONDITIONING	NA	
WATER HEATER	RHEEM	81V52DC
RANGE	GE	JBP66B4WW
REFRIG.	GE	GSS201EMBW7
D/W	GE	GSD33230F00WW

NOTICE: THE INSTALLATION OF THIS BUILDING AND UTILITY CONNECTIONS SHOULD BE PERFORMED ONLY BY QUALIFIED PERSONS AND IS SUBJECT TO INSPECTION BY LOCAL AUTHORITIES. REFER TO THE APPROVED PLANS FOR REQUIRED ON-SITE WORK AND CONNECTIONS AND TO THE INSTALLATION INSTRUCTIONS PROVIDED BY THE MANUFACTURER. ALL INSTRUCTIONS MUST BE FOLLOWED PRECISELY.

SPECIAL INSTRUCTIONS, LIMITATIONS, ETC.

THIS BUILDING WAS MANUFACTURED UNDER A QUALITY CONTROL SYSTEM MONITORED INDEPENDENTLY BY HILBORN, WERNER, CARTER & ASSOCIATES, INC., 1827 SOUTH MYRTLE AVENUE, CLEARWATER, FLORIDA 34616.

Figure 3 – MOD (modular)

MODULAR DATA PLATE

MANUFACTURER: SQUILLI - Plant #957
ADDRESS: P.O. Box 700 / 508 Palmer Rd, Rockwell, NC 28138

Approval Agency: NTA, Inc., 305 North Oakland Ave., Nappanee, IN 46550-0490

Modular Home Model: 3301
State Label No(s): NC 113419
Modular Home Serial No.: 723427 A/B
NTA, Inc. Label No(s): F2 318921 / F2 - 318922
Date Labeled: 01-Dec-09

ELECTRICAL: Service Panel: 200 AMP, 120/240 V., Single Phase, 3 Wire

FACTORY INSTALLED APPLIANCES:

MANUFACTURER	MODEL
Washer	N/A
Clothes Dryer	N/A
Range	GE
Water Heater	RHEEM
Dishwasher	GE
Microwave	N/A
Furnace	GE
Refrigerator	N/A
Fireplace	N/A
Whirlpool	N/A
Disposal	N/A
TV	N/A
DVD / Receiver	N/A

DESIGN CONDITIONS:

Building Area	1,186 SQ FT	Wind Load	90 MPH
Ground Snow Load	30 PSF	Building Height	15' (Single) STORY
Roof Dead Load	10 PSF	Seismic Zone	C
Attic Live Load	10 PSF	Soil Profile Category	C
Floor Live Load	40 PSF	Use Group	R-3
Unit Gross Weight	49,007 LBS	Construction Type	VB
Water Supply Test	100 / 15 PSI/TIME	DWV Test	Air 5 PSI 15 min

CODES & STANDARDS:

NC RESIDENTIAL CODES (2009 ED.)
 NC PLUMBING CODES (2009 ED.)
 NC MECHANICAL CODES (2009 ED.)
 NC ELECTRICAL CODES (2008 ED.) W/2008 Amendments
 NC FUEL GAS CODE (2009 ED.)

HEATING:

Design Temperatures:	"R" VALUES
Indoor: 69 F.	Floor: 22
Outdoor: 1 F.	Wall: 13
Degree Days: 3999	Ceiling: 30

SPECIAL INSTRUCTIONS:
 HINGED ROOF TO BE COMPLETED ON SET-UP PER MANUFACTURING INSTALLATION MANUAL.

Figure 4 – MOD (modular)

Factory Built Home Identification Memo
April 1, 2019

5. Where are Data Plates normally located?

a. Kitchen Cabinets

- i. Check around the cabinet area below the Kitchen Sink first.
- ii. Glued to the Kitchen Sink Cabinet Door. See Figure 5
- iii. Glued just inside the Cabinet beside the Kitchen Sink Cabinet Door. See Figure 6
- iv. Glued to the Wall Directly Beneath the Kitchen Sink.
- v. Check the doors of your overhead cabinets. See Figure 7

b. Clothes Closet

- i. Glued to the Wall of a Clothes Closet – Normally Master bedroom closet. See Figures 8, 9

c. Electrical Panel Box – Less common location these days



Figure 5

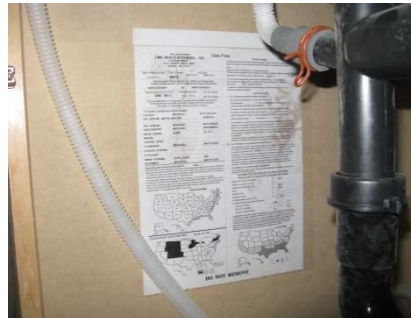


Figure 6



Figure 7



Figure 8

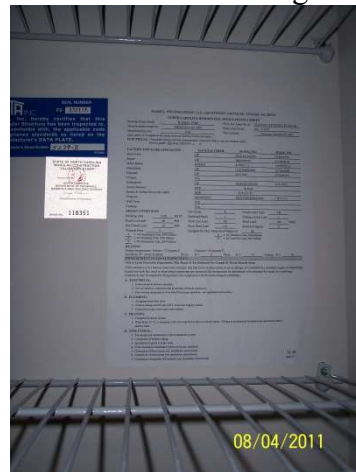


Figure 9

6. What Information can be found on a Data Plate?

a. Manufacturer Name and Address

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April 1, 2019

- b. Date of Manufacture
 - c. Serial Number
 - d. Model Number
 - e. Code Certification – Identifies the NC State Building Code or Federal HUD Manufactured Housing Code in effect at time of construction
 - f. Design Information – Roof Loads, Floor Loads, Wind Loads
 - g. Installed Equipment Information – Type, Brand, Model
 - h. Name of the Third-Party Certification Agency that approved, inspected, labeled the Home.
 - i. HUD Label Number – If Home is a HUD Manufactured Home
 - i. The First Three Letters of the HUD Label number indicates who the Third-Party Certification Agency (or State) that Approved, Inspected and Labeled HUD Home
 - ii. i.e. NTA, HWC, TRA, RAD, GEO (Georgia), TEN (Tennessee), etc.
 - j. State Modular Label Number - If Home is a Modular Home
 - k. Third Party Agency Modular Certification Label Numbers – If Home is a Modular Home
 - l. Special Instructions regarding Home
7. I have found my Data Plate. How can I tell if it is a HUD or MOD home?
- a. Your Home IS A HUD Manufactured home:
 - i. If “HUD” or Federal Housing and Urban Development are mentioned anywhere on the Data Plate.
 - ii. If there are three United States Maps on the Data Plate indicating: Basic Wind Zone Map; Basic Roof Design Zone Map; and U/O Value Zone Map (Thermal Zones) See Figure 1 and 2
 - b. Your Home IS A MODULAR home:
 - i. If the Data Plate indicates any “NC State Label” number on it – Normally only one NC State Label is applied per home regardless of number of modular units.
 - ii. If the home has a Modular Label from another state, it is still a modular unit. It was just approved and labeled through that state’s modular construction program.
 - iii. If the Data Plate indicates any Third-Party Certification Agency Modular Label Numbers on it.
 - 1. Normally one 3rd Party Modular Label will be applied on each modular unit.

Factory Built Home Identification Memo
April 1, 2019

- iv. If Modular is mentioned anywhere on your Data Plate.
 - v. If your data plate has no United States maps on it.
 - vi. If your data plate referenced compliance to volumes of the North Carolina State Building Code. i.e. Residential, Plumbing, Mechanical, Electrical. (or some other State's Code)
- c. Your Home will be a Pre-HUD mobile home if it was built prior to June 15, 1976 when the HUD program started.
- i. North Carolina had a Mobile Home labeling program which ran from July 1, 1970 until the HUD program started in June 15, 1976. See Figure 10
 - 1. Mobile Homes constructed under the NC Program were constructed to the USAS A119.1 Standard for Mobile Homes. See Figure 11. This Standard would have been referenced on the home's Data Plate.
 - 2. On NC labeled Mobile Homes, the data plate would display a Wind Load Map as shown in Figure 12.
 - ii. Other Pre-HUD mobile homes not manufactured under the NC Mobile Home Program were also usually constructed to the USAS A119.1 Standard for Mobile Homes. See Figure 11. This Standard would have been referenced on the home's Data Plate.
 - 1. On those other Pre-HUD mobile homes your data plate would also probably display a Wind Load Map as shown in Figure 12.

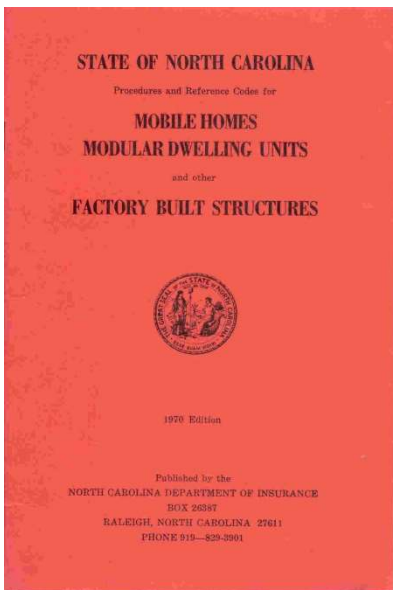


Figure 10

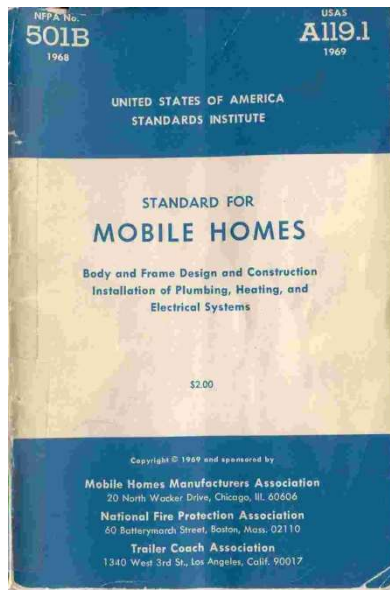


Figure 11

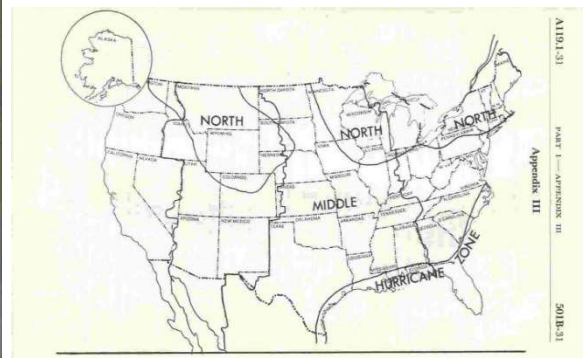


Figure 12

- d. Depending upon the age of your HUD Manufactured Home, you may be able to obtain a replacement DATA PLATE from the home's manufacturer or from the HUD approved Third Party Certification Agency (PIA) or from IBTS (Institute for Building Technology and Safety) (a

Factory Built Home Identification Memo
April 1, 2019

HUD subcontractor) may be able to provide you additional information regarding your HUD home. www.IBTS.org (703-481-2000)

- e. Depending upon the age of your Modular Home, you may be able to obtain a replacement DATA PLATE from the home's Manufacturer or the home's NC approved Third Party Certification Agency.
- f. North Carolina began collecting copies of Data Plates on all Modular homes manufactured since August 2010. We will be able to provide you a replacement copy of your Data Plate if your home was manufactured since that time period. Manufactured Building Division of the NC Department of Insurance. (919-661-5880) www.ncdoi.com/OSFM/Manufactured_Building.aspx

LABELS

Search the inside and outside of your home to see what kind of Labels that are still attached to it.

HUD Manufactured Home – HUD Label

- 1. A HUD label is a certification label that certifies that the manufactured home was constructed and inspected in the plant and that it conforms to the Federal Manufactured Home Construction and Safety Standards. (See Figures 13 and 14)
- 2. If you find a HUD label on your home, it is a HUD manufactured home (formally called a mobile home, or trailer)
- 3. A HUD label is an approximately 2"x4" painted red aluminum metal plate with the HUD certification and label number etched into it. It is "permanently" attached to the outside of the unit (see Figure 13). Over time, the red paint can fade out to a gray/silver look. (See Figure 14)



Figure 13



Figure 14

- 4. HUD Label Number – If Home is a HUD Manufactured Home
 - i. The First Three Letters of the HUD Label number indicates who the HUD approved Primary Inspection Agency (or State) that Inspected and Labeled the HUD Home in the plant.

Factory Built Home Identification Memo
April 1, 2019

1. Examples: HWC = Hilborn, Werner, Carter & Associates, Inc.; PFS = PFS Corporation; NTA = NTA, Inc.; RAD = RADCO; TRA = T. R. Arnold and Associates, Inc.; GEO = the state of Georgia; TEN = the state of Tennessee; etc.

a. Figure 13 was inspected by the State of Tennessee (TEN), Figure 14 was inspected by RADCO (RAD)

ii. If you have a HUD Label number, you can use the first three letters of the HUD Label number to identify the HUD approved Primary Inspection Agency that inspected that home. The Primary Inspection Agency may be able to provide you additional information regarding your home. Contact Information Below:

1. FLORIDA TYPE: IPIA

Chuck Smith
Program Manager
Bureau of MH/RV Construction
Division of Motor Vehicles
2900 Apalachee Parkway, Room A129
Tallahassee, FL 32399-0640
PH: (850) 617-2808
FAX: (850) 617-5191
Website: <http://www.flhsmv.gov/mobilehome>

2. GEORGIA TYPE: IPIA

Chris E. Stephens
Commissioner of Insurance
Manufactured Housing Section
Floyd Building, West Tower, Suite 620
2 Martin Luther King, Jr. Drive
Atlanta, GA 30334-9000
PH: (404) 656-3687
FAX: (404) 657-6971
Website: <http://www.oci.ga.gov/Firemarshal/ManufacturedHousing.aspx>

3. HWC TYPE: IPIA/DAPIA

John Gustafson
Vice President, IPIA Director
Director of HUD Inspection Services
Hilborn, Werner, Carter and
Associates, Inc. (HWC)
1627 South Myrtle Avenue
Clearwater, FL 33756-1131
PH: (727) 584-8151
FAX: (727) 587-0447
Website: <http://www.hwceng.com>

Factory Built Home Identification Memo
April 1, 2019

4. NTA TYPE: IPIA/DAPIA

David A. Tompos
President
NTA, Inc.
305 North Oakland Avenue
P.O. Box 490
Nappanee, IN 46550-2341
PH: (574) 773-7975
FAX: (574) 773-2732
Website: www.ntainc.com

5. PFS TYPE: IPIA/DAPIA

James A. Rothman, P.E.
President
PFS Corporation
1507 Matt Pass
Cottage Grove, WI 53527-8962
PH: (608) 839-1344
FAX: (608) 839-1345
Website: <http://www.pfscorporation.com>

6. RADCO TYPE: IPIA/DAPIA

Michael L. Zimmerman, P.E., President
RADCO
3220 E. 59th Street
Long Beach, CA 90805-4502
PH: (562) 272-7231
Fax: (562) 529-7513
Website: <http://www.radcoinc.com>

7. TENNESSEE TYPE: IPIA

Charles Chambers, Director of Manufactured Housing
Department of Commerce and Insurance
State Fire Marshal's Office
State of Tennessee
500 James Robertson Parkway, Tenth Floor
Nashville, TN 37243-1162
PH: (615) 741-7192
FAX: (615) 741-9388
Website: <http://www.tn.gov/fire/manufactHouse.shtml>

Factory Built Home Identification Memo
April 1, 2019

8. TRA TYPE: IPIA/DAPIA

Robert W. Tanger, President
T.R. Arnold and Associates, Inc.
700 East Beardsley Avenue, Suite 2A
P.O. Box 1081
Elkhart, IN 46514-3303
PH: (574) 264-0745
FAX: (574) 264-0740
Website: <http://trarnold.com>

5. HUD homes will have one HUD label attached to each transportable section.
6. All HUD Label numbers will be listed on the home's Data Plate.
7. The HUD Label is required to be attached approximately one foot above the floor level and approximately one foot from the end of the unit which is opposite the end of the unit where the hitch was attached to the frame.
 - a. Single wide homes will be label on the end of the home opposite the hitch. (see Figure 15)
 - b. Double wide homes – Each section will be labeled on the front or back side of the home, opposite the hitch end. (see Figure 16)



Figure 15



Figure 16

8. Other than a Data Plate, which is common to all factory-built structures, the HUD Label is the ONLY label you will find on a HUD labeled home. If you find other types of labels, you may have something other than a HUD home. Further investigation will be required.
9. On August 11, 1982, the name changed at the Federal level from Mobile Home to Manufactured Home to reflect the more permanent nature of the homes being constructed.
 - a. The Federal Mobile Home Program became the Federal Manufactured Housing Program.

Factory Built Home Identification Memo
April 1, 2019

- b. The Federal Mobile Home Construction and Safety Standards became the Federal Manufactured Housing Construction and Safety Standards.
 - c. The Federal Program itself did not change.
10. If you have a HUD Label number, the Manufactured Building Division of the NC Department of Insurance may be able to provide you additional information regarding your home. (919-661-5880) www.ncdoi.com/OSFM/Manufactured_Building.aspx
11. If you have a HUD Label number, IBTS (Institute for Building Technology and Safety) (a HUD subcontractor) may be able to provide you additional information regarding your HUD home. www.IBTS.org (703-481-2000)

Pre-HUD Mobile Homes Labels – NC Labeled Mobile Homes

- 1. The HUD Federal Mobile Home Program started on June 15, 1976. Homes constructed prior to that date are commonly referred as pre-HUD homes.
 - a. North Carolina had a Mobile Home labeling program before the HUD Mobile Home Program which ran from July 1, 1970 until the HUD program started in June 15, 1976.
 - i. Mobile Homes labeled under this program during that time period displayed a NC Mobile Home Validating Stamp on it as shown in Figure 17.
 - ii. NC Mobile Home Validating Stamps were required to be located adjacent to the home's Data Plate. See Figure 18.



NC Mobile Home Validating Stamp
July 1, 1970 - June 15, 1976

Figure 17



Figure 18

Modular Homes – Modular Construction Validating Stamps – Modular Labels

- 1. A North Carolina Modular Construction Validating Stamp is a certification label that certifies that the modular home was constructed and inspected in the plant and that it conforms to the North Carolina Modular Construction Program and the North Carolina State Building Code in effect at the time of construction. (For Examples See Figures 19, 20, 21, 22)

Factory Built Home Identification Memo
April 1, 2019



NC Validating Stamp
 Used on Modular Homes from
 July 1, 1970 - February 1, 1986

Figure 19



NC Modular Construction
 Validating Stamp
 Used since February 1, 1986

Figure 20



Figure 21



Figure 22

2. A North Carolina Modular label is approximately 2"x2" with a NC State Seal on a reflective silver background.
3. It is required to be "permanently" attached on the inside of the home directly adjacent to the home's data plate.
4. For one- and two-family dwelling units, there will be Only One NC Modular Label for each dwelling unit. A duplex home would have two modular labels, one for each dwelling unit.
5. The Modular Label number will be listed on the home's Data Plate. If you find a Modular label on your home, it is a Modular home.
6. Modular homes which have been labeled through another state's modular program will have that state's modular label(s) attached to it. It is still a modular home. It was constructed to that State's Building Code requirements. Placement in North Carolina is subject to approval by the local NC building official.
7. If you have a NC Modular Construction Validating Stamp number, the Manufactured Building Division of the NC Department of Insurance may be able to provide you additional information regarding your home. (919-661-5880) www.ncdoi.com/OSFM/Manufactured_Building.aspx

Modular Homes – Third Party Certification Agency Labels – (3rd Party Labels)

1. A Third-Party Certification Agency Label is a certification label that certifies that the modular home was constructed and inspected in the plant by the 3rd Party Inspection Agency and that it conforms to the North Carolina Modular Construction Program and the North Carolina State Building Code. (See Figures 23, 24, 25, 26, 27, 28, 29, 30, and 31 for examples of Third-Party Labels.)



Factory Built Home Identification Memo
April 1, 2019

Figure 23



Figure 26

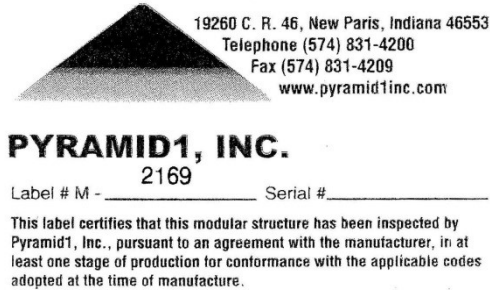


Figure 29

Figure 24

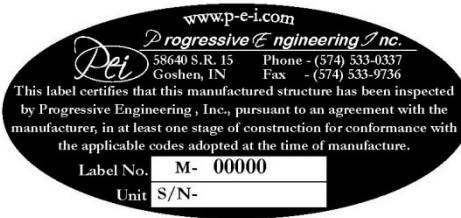


Figure 27

Figure 25



Figure 28



Figure 30



Figure 31

2. A Third-Party Certification Agency Modular Label can be any size, shape, or color but is normally around 2"x2" or 2"x3".
3. Each Third-Party Certification Agency Modular Label will have a unique number which is assigned to that home.
4. Each Third-Party Certification Agency Modular Label numbers will be listed on the home's Data Plate
5. One Third Party Certification Agency Modular Label is required to be "permanently" attached on the inside of each of the modular sections. They could be placed anywhere in that modular section. If there is not an appropriate place to locate the Third-Party Certification Agency Label in a modular unit, you may find that the manufacturer may have placed that label adjacent to the home's Data Plate.
6. You will NOT find a Third-Party Certification Agency Modular Label on a HUD Home.
7. If you find a Third-Party Certification Agency Modular Label on your home, it is a Modular home.
8. If you have a Third-Party Certification Agency Modular Label number, the Third-Party Agency may be able to provide you additional information regarding your Modular home. 3rd Party Modular Agencies may be contacted at the following:
 - a. Expert Modular Consultants 12315 Twin Branch Acres Road Tampa FL 33626 Mr. Robert A. Johnson (813) 294-4412

Factory Built Home Identification Memo
April 1, 2019

- b. HWCNC, P.C. 1627 S. Myrtle Avenue Clearwater FL 33756-1131 Mr. Scott Francis, P.E. (727) 584-8151 (727) 586-3343
 - c. Modular Code Consultants, Inc. 25547 Bayberry Court Elkhart IN 46517 Mr. Michael Rogers (574) 875-1800 (574) 875-8427
 - d. NTA, Inc. 305 N. Oakland Avenue Nappanee IN 46550 Mr. Chuck Osterday (574) 773-7975 (574) 773-2732
 - e. PFS Corporation 1507 Matt Pass Cottage Grove WI 53527 Mr. James Rothman, P.E. (608) 839-1013 (608) 839-1014
 - f. Progressive Engineering, Inc. 58640 State Road 15 Goshen IN 46528 Mr. Ian Henderson (574) 533-0337 (574) 533-9736
 - g. PYRAMID1, Inc. P.O. Box 463, 19260 C.R. 46 New Paris IN 46553 Mr. Andrew R. Carlson (574) 831-4200 (574) 831-4209
 - h. RADCO, Inc. 3220 E. 59th Street Long Beach CA 90805 Mr. Michael Frey (813) 243-0370 (562) 529-7513
 - i. T.R. Arnold & Assoc., Inc. P.O. Box 1081, 700 E. Beardsley Avenue Elkhart IN 46515 Mr. Nick Yost (574) 264-0745 (574) 264-0740
9. If you have a Third-Party Certification Agency Modular Label number, the Manufactured Building Division of the NC Department of Insurance may be able to provide you additional information regarding your home. (919-661-5880) www.ncdoi.com/OSFM/Manufactured_Building.aspx

SERIAL NUMBERS

Factory Built Home Identification – Serial Numbers

1. Every factory-built home is assigned a SERIAL NUMBER by the manufacturer. This is true for both HUD and Modular homes.

Example: a two-section home might have a serial number such as 123456AB – Note: The A and B indicates an A section and a B section and that this is a two-section home. A three-section home will have a C section and the serial number would be 123456ABC.

2. Each transportable section of the home will have its own unique serial number. Normally it is the home's serial followed by an A, B, C, etc. depending on the number of sections it takes to make up the entire home. For a two-section home, the serial numbers of the A and B sections will be 123456A and 123456B.
3. The serial number will be indicated inside the house on the home's DATA PLATE. Normally it the home serial number followed by A, B, C, etc. as needed to indicate each section of the home. For the same two section home, the serial number on the DATA PLATE will be 123456AB.

Factory Built Home Identification Memo
April 1, 2019

4. For HUD Homes ONLY, the serial number is required to be stamped into the steel cross member that the hitch is attached to for each section of the home. For on-frame Modular Homes, you may find the serial number stamped into the cross members, but it is not required. Off-frame Modular Homes do not have steel frames and therefore you will not find a serial number at this location. (see Figures 32, 33, 34, 35, 36, 37)



Figure 32



Figure 33



Figure 34



Figure 35



Figure 36



Figure 37

5. Over time these serial numbers may be difficult to read.
6. When a HUD Manufactured Home or an on-frame Modular home is set on a masonry foundation it will be difficult to see the serial number on the cross member due to the closeness of the cross member to the perimeter masonry curtain wall.
7. If a DMV Title was ever issued for your home, most times the VIN number on the Title is the same as the serial number of your home. Contact your local DMV office if you need Title assistance.
8. If you have a HUD SERIAL NUMBER, IBTS (Institute for Building Technology and Safety) (a HUD subcontractor) may be able to provide you additional information regarding your HUD home. www.IBTS.org (703-481-2000)
9. If you have a SERIAL NUMBER, the Manufactured Building Division of the NC Department of Insurance may be able to provide you additional information regarding your home. (919-661-5880) www.ncdoi.com/OSFM/Manufactured_Building.aspx

Sources for Obtaining Information

1. The best place to obtain information regarding your home is with the manufacturer. The manufacturer creates a file for each home produced which contains such items as production order, approved plans, QA check sheets, copy of the Data Plate, etc. This file is commonly called the Service File and is normally kept in the Service Department at the plant facility which constructed your home. After a set period of years, these files may be destroyed. If the plant facility which produced your home has closed, these service files may have been transferred to another nearby plant facility of the same company or they may have been moved to the corporate office. If your plant facility has closed and there is no corporate office, then your home's service file has probably been destroyed or discarded. You should be able to get a replacement copy of your home's Data Plate from the manufacturer if you can locate your home's service file.
2. The manufacturer's Third-Party Certification Agency (MOD) or Primary Inspection Agency (HUD) may be able to assist you in obtaining information about your home if you can determine the name of that agency and you can provide them with some basic information regarding your home which they can use to look up in their records. The more information you can provide them the better. i.e. manufacturer's name, serial number, HUD label number, 3rd Party Mod Label number, State Modular Label number, etc. You may be able to get a replacement copy of your home's Data Plate from the 3rd Party Agency if they kept a copy in their records. Contact information is listed above.
3. For HUD homes, IBTS (Institute for Building Technology and Safety), a HUD subcontractor, should be able to provide you information regarding your home if you can provide them with some basic information regarding your home which they can use to look up in their records. Depending on the age of your home, you should be able to get a replacement copy of your home's Data Plate from IBTS. IBTS can be contacted at www.IBTS.org or 703-481-2000.