

Q-Where do I get a 433 A form?

- Since it is the responsibility of the local agency issuing the installation permit to complete and submit 433 forms, these forms generally are made available to the local city, and county building departments.

Q-What is the purpose of the 433 forms?

- The 433 A provides this department (HCD) notification from the local agency issuing the installation permit that a manufactured home or commercial modular structure has been installed on a foundation system on private property and has been approved for occupancy. HCD uses this information for the date it will no longer register the unit(s).
- The 433 C provides this department notification from the local agency issuing the installation permit that a manufactured home in a resident-owned mobilehome park has been installed on a foundation system and has been approved for occupancy. HCD uses this information as the date it will no longer register the unit(s).
- The 433 B accompanies the 433 A and C as a notice to the County Assessor's office of the change to the property status and to calculate the new property tax assessment. The 433B is not used by HCD.

Q-Who is responsible to fill out the 433 forms?

- The local agency issuing the installation permit is responsible for completion of the 433 A and 433 C forms; the owner of the manufactured home or commercial modular is responsible for completion of the 433 B form.

Q-How do I record the Form HCD 433(A) with the Department of Housing and Community Development (HCD)?

- The 433 A is not "recorded" with HCD. It is only recorded with the County Recorder's Office in the county where the home is located. State law requires that on the same day that the Certificate of Occupancy is issued, the enforcement agency must record the 433 A with the county recorder of the county where the real property is situated.

Q-Who is responsible for paying the \$11 per transportable section fee to HCD?

- The payment of the \$11 per transportable section fee to HCD varies by county. By law, the building department or HCD should collect the fees from the homeowner at the time the installation permit is obtained, and it takes responsibility for payment of this fee to HCD when the installation of the home is complete and the Certificate of Occupancy is issued.

Q- Will the placement of a manufactured home or commercial modular structure on a foundation "convert" the unit to a "modular home" or a "site-built" structure once the 433 A and C forms are recorded and the unit is deemed a fixture improvement to real property?

- No. A manufactured home is always defined as a manufactured home notwithstanding the type of support system it is installed on, and a commercial modular structure remains a commercial modular.

Q-Do I remove and surrender the HUD label or California Insignia of Approval from the manufactured home or commercial modular structure upon recordation?

- No. While the 433A form instructions require the local agency issuing the installation permit to transmit “.. *all applicable titles, certificates, license plates or decals to the Department of Housing*”, this does NOT imply that the HUD label or insignia of approval also should be surrendered. The HUD label or State insignia of approval is placed on the unit by the manufacturer to indicate the structure was properly constructed to either federal or state laws, and those labels are intended to be permanent as long as the structure is maintained in a habitable, safe manner. Removal of the HUD label or State insignia may prohibit or delay completion of a legal sale of that unit in the future.

Q- I want to purchase and install my manufactured home on a foundation as an owner-builder. How do I report the completed installation?

- For new manufactured homes:

The buyer must submit the two documents: (1) A copy of the completed and recorded 433 A, and (2) either the original Manufacturers Certificate of Origin (MCO) properly endorsed or a Statement of Facts that the original MCO was surrendered to the local county building department or HCD at the time the permit to install the home was obtained and a copy of the 433 A. Please note that a Statement of Facts in lieu of the recorded 433 A is not allowed. In addition, some building departments require the buyers to submit the \$11 per section required by state law. Other local building departments submit this fee themselves.

- For used manufactured homes (newly installed on a foundation):

The buyer must submit four sets of document: (1) the properly endorsed title document or a Statement of Facts that the title document was surrendered to the local building department or HCD at the time the permit to install was obtained; (2) the license plates or decals or a Statement of Facts that these items have been destroyed; (3) a copy of the recorded 433 A; and (4) any back renewal fees that may be due. Please note that a Statement of Facts in lieu of the recorded 433 A is not allowed. In addition, some building departments and HCD require the buyers to submit the \$11 per section required by state law. Some other local building departments submit this fee themselves.

- For all manufactured homes:

Once the recorded copy of the 433A and other required documents are received by HCD, the “pending installation” or “owner-builder” status will be changed to “permanent foundation.”

Q- When the date of sale, recording date on the Form HCD 433(A), and the issue date on the Certificate of Occupancy are different, what date is used to determine fees?

- Except for owner-builder sales (subject to Health and Safety Code Section 18035.26), the date the Certificate of Occupancy is issued should be the date used to determine fees. For owner-builder sales (subject to Health and Safety Code Section 18035.26), the date the escrow closes is the date used to determine fees.