

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 provided 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 the 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 original destination of the home. **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, or it is a modular home, please do not submit a request, as we do not have this information and therefore cannot 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 1-3 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 -- click on Manufactured Home Label/Data Plate Verification. Check requests are only researched when you send them with your check. **A non-refundable research fee of \$50 for Regular Label requests and \$75 for Urgent Label requests, or \$75 for Regular Data Plate requests and \$100 for Urgent Data Plate requests, will be charged, even if your home is not found in IBTS' database.**

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

I am requesting a HUD Label Verification Letter:

<input type="checkbox"/>	Regular: \$50 (5-10 business days) (\$50 non-refundable research fee); or
<input type="checkbox"/>	Urgent: \$100 (1-3 business days) (\$75 non-refundable research fee)

I am requesting a copy of a HUD Data Plate/Compliance Certificate:

<input type="checkbox"/>	Regular: \$100 (5-10 business days) (\$75 non-refundable research fee); or
<input type="checkbox"/>	Urgent: \$125 (1-3 business days) (\$100 non-refundable research fee);

Please **check one** of the following, if requesting a copy of a HUD Data Plate:

<input type="checkbox"/>	Yes, if a copy of my original data plate is not available, I want a substitute Performance Verification Certificate based on the destination.
<input type="checkbox"/>	No, I do not want the substitute certificate if a copy of the original data plate is not available; please cancel my request.



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

Reference or Loan Number:		
Company Name:		Phone Number (###-###-####):
Requestor's FIRST Name:	Requestor's LAST Name:	Fax Number (###-###-####):
Mailing Address:		Email:
City:		Date of Request (YYYY – MM – DD):
		- -
State (Select One):	ZIP:	Closing Date (YYYY – MM – DD):
		- -

Section 3: Home Information

Home LOCATION City:		Home LOCATION State (Select One):	
Home MANUFACTURER Name:		Home MANUFACTURER Address:	
Home MANUFACTURER City:		Home MANUFACTURER State (Select One):	Home MANUFACTURER ZIP:
Date of Manufacture/Age (YYYY – MM – DD):		Complete Serial No.(s):	
<small>Don't have a date of manufacture? Enter today's date.</small>			
- -			
Certification Label Number(s)* if known (start with 3 letters):			

*Either Serial Number or Label Number must be provided.

Section 4: Preferred Delivery Method:

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

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

By Fax

By Email

By Mail

Section 5: Payment:

Please **check one** of the following payment options, then complete the appropriate section:

<input type="checkbox"/>
<input type="checkbox"/>

By Check (Mail check with request to: IBTS, 45207 Research Place, Ashburn, VA 20147)

By Credit Card: Visa / MasterCard / Discover / AMEX
(Charge will appear as IBTS on your bill.)

Check Information

CHECK Number:		CHECK Date (YYYY – MM – DD):	
		- -	
CHECKING Account Number:		CHECKING Routing Number:	
CHECKING Account Type (Select One):	Account Holder's Driver's License Number:	License State (Select One):	
Account Holder's Name:			
Account Holder's Street Address:		Account Holder's Phone Number:	
Account Holder's City:	Account Holder's State (Select One):	Account Holder's ZIP Code:	

Credit Card Information

CREDIT CARD Issuer (Select One from Drop-Down):		CREDIT CARD Number:	
CREDIT CARD Expiration Date (MM/YY):		CVV Code (on front side of AMEX cards and on back side of all other cards):	
-			
CREDIT CARD Owner's Name (as it appears on the card):			
CREDIT CARD Billing Street Address:			
CREDIT CARD Billing City:			
CREDIT CARD Billing State (Select One):		CREDIT CARD Billing ZIP:	

PLEASE NOTE: Payment is required for ALL requests in advance. 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 Data Plate 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. The amount is per home—not section.

Instructions for Regular or Urgent Requests from IBTS

In Section 1. 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 will still be charged a \$75 research fee for a Regular search, or \$100 for an Urgent search.

In Section 3. Provide as much of the requested information as possible. 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.**

Any supporting documentation should be faxed to: (703) 481-4647

Email Request Form to Label Dept: LVDPRequests@ibts.org OR **Fax** Request Form to Label Dept: (703) 437-6894