

Installation Certificate Request

Certificate Request Instructions

- Log in to the dashboard
- Click on Certificates and Labels
- Click on Request Certificates a dropdown will appear with your MFH License #
- An ROC will enter the license number only
- Complete the application by answering all the questions. Include mail preference. If you choose FedEx or UPS, email a prepaid shipping label, to ensure your order is processed in a timely manner. evelyn.estrella@azhousing.gov
- The fee will populate by the type and amount of certificates you choose.
- Once you have paid the fee. The system will ask one more time to submit. Scroll down to locate that action.
- The order then will be submitted to our system to be processed.

Type of Certificate Ordered

Identify the quantity of certificates being requested.

Installation Certificate –Installer and/or Contractor performing work related to the installation, which includes utility connections and attached accessory structures.

Select applicable boxes for:

- Residential use
- FBB commercial use

Modular Manufacturer Certificate –A manufacturer is a person or entity that engages in manufacturing, assembling or reconstructing a manufactured home and/or a factory-built building (“modular”) and/or an FBB subassembly

Reconstruction Certificate –Manufacturer is a person or entity that engages in manufacturing, assembling or reconstructing a manufactured home and/or a factory-built building (“modular”) and/or an FBB subassembly

CERTIFICATE ORDERS ARE NOT PROCESSED OVER THE COUNTER