



Arizona
Department
of Housing

AZ MHBD

Portal User Guide



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Login & Registration

Login

Arizona Department of Housing

Search Notify Dept. of Park Status Change LTA Petition Log In

Login Here

*Username
Username 1

*Password
Password

Forgot password?

Log In 2

Don't have an Account

Register Here 3

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Instructions

1. Enter **Username** and Password
2. Click the **Log In button**
3. If you want to register, click the **Register Here button**



Key Points

If you can't remember your password, click the **Forgot password? link**.

Registration

Arizona Department of Housing

Search Notify Dept. of Park Status Change LTA Petition Log In

Registration

*Registration Type

Select an Option

- MHBD Licensee
- ROC Contractor
- Homeowner
- Relocation Tenant
- Acting Agent

*Email Address *Mobile Phone Number

I consent to receive notifications from the Department of Housing and Manufactured Buildings by Email and SMS.

Submit

Already have an Account

Sign In

Instructions

Select the **Registration Type** from the dropdown list.



Key Points

The following are the Registration Types:

- MHBD Licensee
- ROC Contractor
- Homeowner
- Tenant
- Acting Agent

Registration

The screenshot shows the registration form for the Arizona Department of Housing. The form is titled "Registration" and includes the following fields and options:

- Registration Type: MHBD Licensee (selected)
- Company Name: Search...
- * New Company: Test Company
- * First Name: Prakruthi
- * Middle Name: (empty)
- * Last Name: Kairamkonda
- * Date of Birth (MM/DD/YYYY): Feb 1, 1986
- * Email Address: prakruthiemail+MHDC@gmail.c
- * Mobile Phone Number: (888) 888-8888
- * I consent to receive notifications from the Department of Housing and Manufactured Buildings by Email and SMS. (checked)
- Submit button
- Already have an Account link
- Sign In button

Annotations on the form:

- A red box labeled "1" encloses the "New Company" section, including the "Test Company" field and the "First Name" and "Middle Name" fields.
- A red box labeled "2" encloses the consent checkbox and its text.
- A red box labeled "3" encloses the "Submit" button.

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Instructions

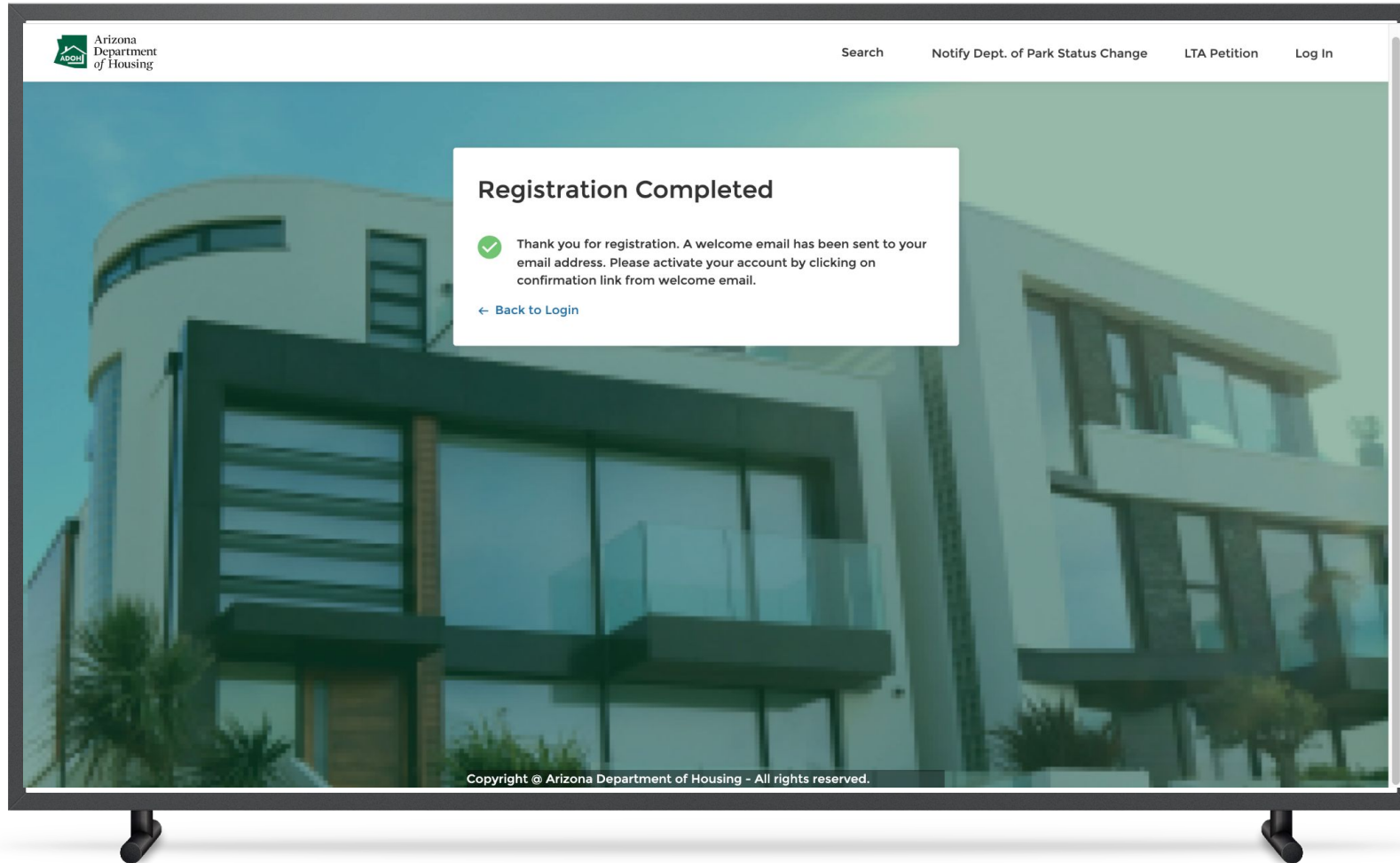
1. Populate required details
2. Check the **attestation box**
3. Click **Submit**

Key Points

If you select **MHBD Licensee and ROC Contractor**, you need to provide the company name. You can either search the company name from the existing list or enter the company name manually.

If you select **Tenant**, you need to enter a **Space Number** and **Park Name**.

Registration



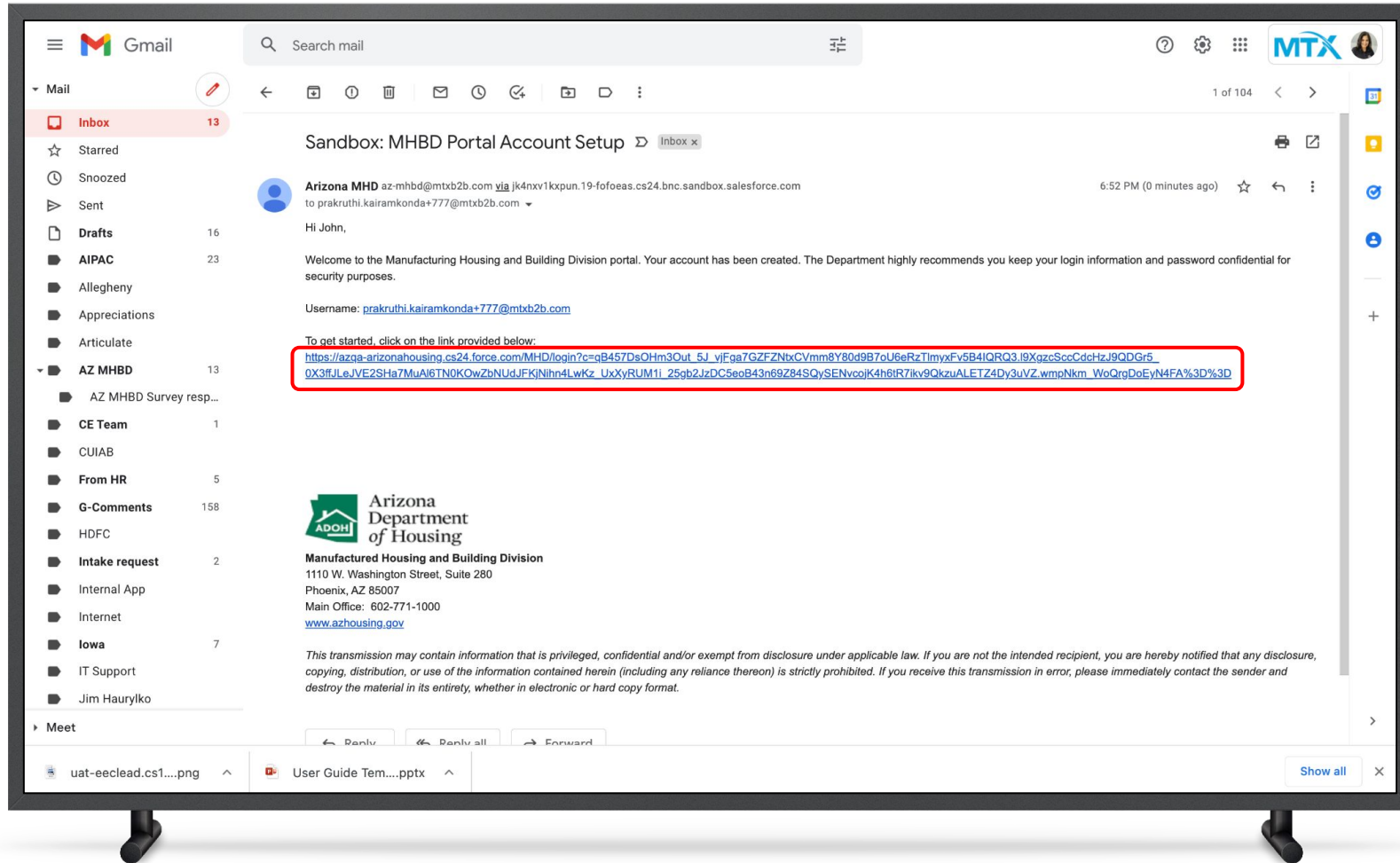
Instructions

No instructions.

Key Points

Upon clicking the **Submit button**, the system will display a success message on the screen.

Registration



Instructions

You will receive an account set up email to your registered email address. Click on the **link** to go to the Change Your Password page.



Key Points

No key points.

Registration

salesforce

Change Your Password

Enter a new password for prakruthi.kairamkonda+777@mtxb2b.com. Make sure to include at least:

- 8 characters
- 1 uppercase letter
- 1 lowercase letter
- 1 number
- 1 special character

* New Password Good

* Confirm New Password Match

Change Password

Password was last changed on 11/2/2021, 6:22 AM.

Instructions

1. Enter a **New Password** and confirm
2. Click the **Change Password button**

Key Points

Make sure the password meets the given criteria.

Login

Arizona Department of Housing

Search Notify Dept. of Park Status Change LTA Petition Log In

Login Here

*Username
Username

*Password
Password **1**

[Forgot password?](#)

Log In

Don't have an Account

Register Here **2**

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Instructions

1. Come back to login page and enter your **Username and Password**
2. Click the **Log In** button



Key Points

No key points.



General Search (Licenses, Permits, Certificates & Labels)

Search License

The screenshot displays the Arizona Department of Housing (ADOH) website. In the top navigation bar, the 'Search' button is highlighted with a red box and labeled '1'. Below it, the 'License' tab is highlighted with a red box and labeled '2'. A dropdown menu is open under 'License', showing options for 'Permit', 'Certificate', and 'Label'. A 'Login Here' form is visible in the center, featuring fields for 'Username' and 'Password', a 'Log in' button, and a 'Register Here' button. The background of the website shows a modern building. At the bottom left, there is a small text 'javascript:void(0)' and at the bottom center, 'Copyright © Arizona Department of Housing - All rights reserved.'

Instructions

1. Click on **Search** from the navigation bar
2. Select the **Licenses tab**

Key Points

- You do not need to log in to the portal to access the functionalities on the top menu bar
- Both the authenticated and unauthenticated users can access this search functionality for validating license, permit, and certificate information on the portal

Search Licences

Arizona Department of Housing

Search Notify Dept. of Park Status Change LTA Petition Log In

Search Licences

1

License Type: Select an Option

License Classification: Select an Option

Search By Salesperson: [Text Field]

City: [Text Field]

County: [Text Field]

Search By Qualifying Party: [Text Field]

Search By Company Name: [Text Field]

Show only Valid Invalid

2

Reset Filter

Select a license type to initiate search

Instructions

1. Search License by Type, Classification, Salesperson City, County, and Qualifying Party (these values can act as filters)
2. Click on the **Reset Filter** button to start the search over again

Key Points

No key points.

Search License

Arizona Department of Housing

Search Notify Dept. of Park Status Change LTA Petition Log In

Search Licenses

License Type: **Select an Option** (dropdown menu open with options: Installer, Manufacturer, Dealer, Salesperson)

License Classification: **Select an Option** (dropdown menu)

Search By Salesperson:

County:

Search By Qualifying Party:

Show only Valid: Invalid

Reset Filter

Select a license type to initiate search

Instructions

Click on the **License Type** and select a value from the drop-down list.

Key Points

No key points.

Search License

Arizona Department of Housing

Search Notify Dept. of Park Status Change LTA Petition Log In

Search Licenses

2

License Type: Manufacturer License Classification: Select an Option City: []

County: [] Search By Qualifying Party: [] Search By Company Name: []

Reset Filter

Show only Valid Invalid **4**

Show 10 entries **1**

Search... **3**

License Number	Qualifying Party	License Type	Principal Place Of Business	Date Issued	Company Name	Status	Branch Address
LA-44794	Angie NA Davis	Manufacturer	7777 Forest Lane, Dallas, Texas, 75230, USA	02/03/2022		Valid	[]
LA-17705		Manufacturer	event one, chicago, Alabama, 60630, USA	01/11/2022		Valid	[]
LA-48323		Manufacturer	Challo, Yuma, Arizona, 87678, USA	01/04/2022		Valid	[]
LA-33555	JU Kumar Kumar	Manufacturer	Lyndon B Johnson Freeway, Dallas, Texas, 75241, USA	01/03/2022		Invalid(Non-Renewed)	[]
LA-87575	ABCD ABCD ABCD	Manufacturer	homeless, LA, Arizona, 12345, USA	01/03/2022		Invalid(Non-Renewed)	[]

Instructions

1. When you select a **License Type**, related licenses will show up as search results
2. Narrow-down the search results by applying other filters
3. Use the **Local Search bar** to search for a specific License Number
4. Toggle the **Show only Valid button** to display valid licenses

Key Points

- The all the fields and the search result columns will be the same for all the license types except for salesperson
- When a salesperson is selected you can find Search By Salesperson, City, County, and Employing Dealer Of Record fields

Search License

Arizona Department of Housing

Search Notify Dept. of Park Status Change LTA Petition Log In

Search Licenses

Reset Filter

License Type: Manufacturer
License Classification: Select an Option
City:
County:
Search By Qualifying Party:
Search By Company Name:
Show only Valid:

Show 10 entries

License Number	Qualifying Party	Status	Branch Address
LA-44794	Angie NA Davis	Valid	<input type="button" value="Details"/>
LA-17705	Manufacturer	Valid	<input type="button" value="Details"/>
LA-48323	Manufacturer	Valid	<input type="button" value="Details"/>
LA-33555	JU Kumar Kumar	Invalid(Non-Renewed)	<input type="button" value="Details"/>
LA-87575	ABCD ABCD ABCD	Invalid(Non-Renewed)	<input type="button" value="Details"/>

License Details

Phone Number of Record : 2222222222 # of Complaints Received :
of Complaints Closed : Bonding Company :
Bond Number : Bond Amount :
Bond Type : License Classification Scope :

Instructions

Click the **License Number** to view the License Details.

Key Points

No key points.

Search License

Search Licenses

License Type
Manufacturer

County

Show 10 entries

Search...

Showing 1 to 2 of 2 entries

Previous 1 Next

Branch Name	Street	City	State	Country	Zip Code
L-2766	cababi	phoenix	Arizona	United States	54454
L-2765	Challo	yuma	Arizona	United States	98790

Reset Filter

Search...

Branch Address

LA-58089
LA-22416
LA-40358
LA-56339
LA-61913

Manufacturer
ABCD, AABB, Alabama, 67890, USA
2-7-1008/1, Warangal, , 506001, USA

10/23/2021
10/20/2021

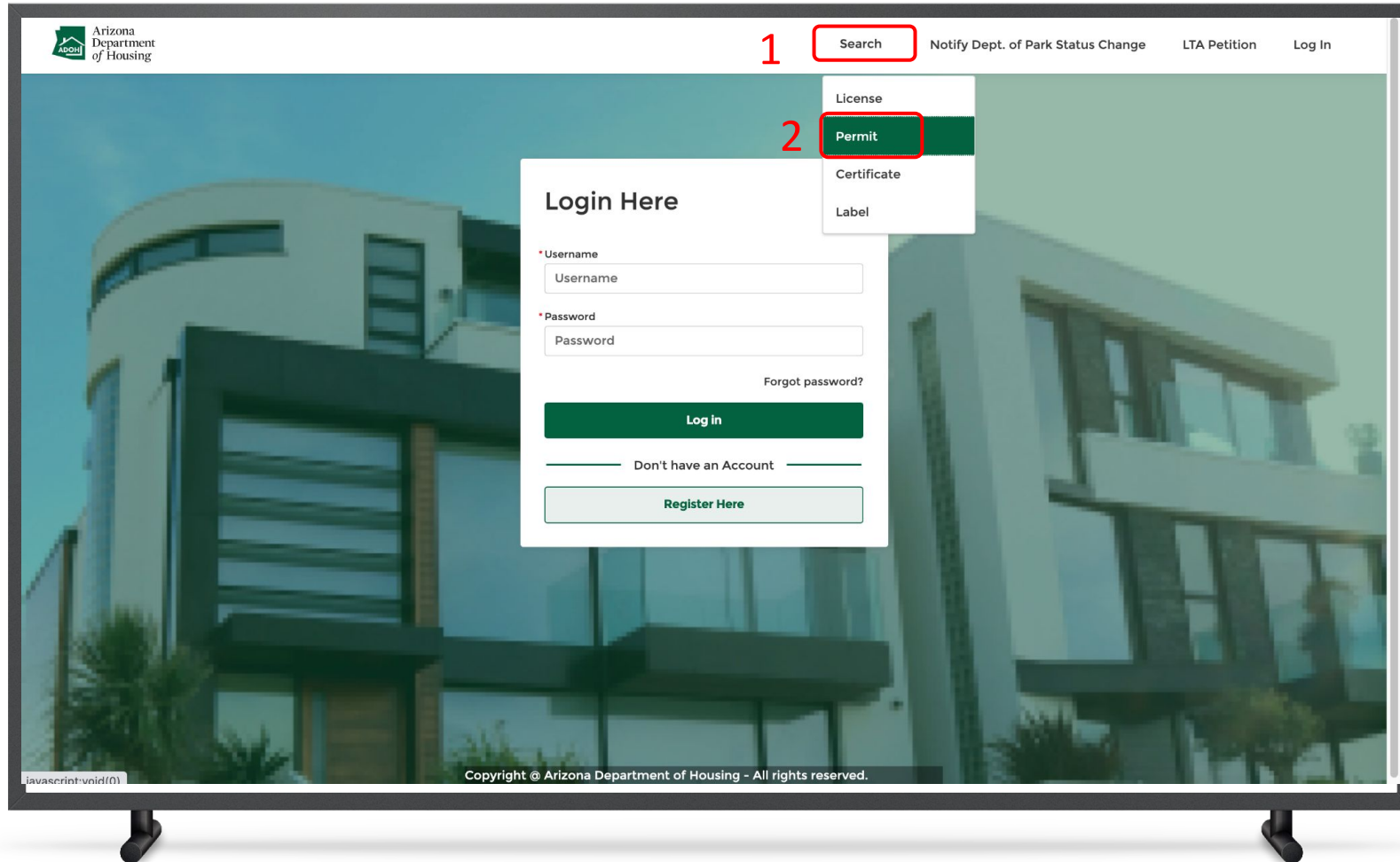
Instructions

Click the **Branch Address icon** to view the Address Details.

Key Points

No key points.

Search Permits



Instructions

1. Click on **Search** from the navigation bar
2. Select the **Permits** tab

Key Points

The general public will have the ability to come to the portal and search for the permits available or permits issued by the department.

Search Permits

Arizona Department of Housing

Search Notify Dept. of Park Status Change LTA Petition Log In

Search Permits

1 2

Permit Number: P-0000304 Owner: Permit Type: Select an Option Permit Status: Select an Option Reset Search

Show 10 entries

Permit Number	Site Address	Owner Name	Permit Type	Date of Expiration	Date Issued	Inspections
P-0000304	Aguila Arizona United States	LA-78440 Janson	Factory Built Building Installation Permit	04/11/2022	10/11/2021	Details

Showing 1 to 1 of 1 entries

3

Instructions

1. Enter the **Permit Number** to search for the Permit record
2. Search the Permits record by Owner by entering Owner value in the field
3. The permit record(s) you have searched will be displayed as search results

Key Points

No key points.

Search Permits

Arizona Department of Housing

Search Notify Dept. of Park Status Change LTA Petition Log In

Search Permits

Permit Number: Owner: Permit Type: **Select an Option** Permit Status: [Reset Search](#)

Show 10 entries

Permit Number	Site Address	Owner	Permit Type	Date of Expiration	Date Issued	Inspections
FBB22-01074	tttt Overland Park Alabama United States 20755	AP Singh	Factory Built Building Installation Permit	08/09/2022	02/09/2022	Details
22-1042	ydyt Ajo Arizona United States 6546346	Dev Adhoc Support	Manufactured Home Installation Permit	08/08/2022	02/08/2022	Details
22-1041	34rd mm street Ajo Arizona United States 243434343	Lemark Affy	Manufactured Home Installation Permit	08/08/2022	02/08/2022	Details
FBB22-01074	tttt Overland Park Alabama United States 20755	Lemark Affy	Rehabilitation Permit	08/08/2022	02/08/2022	Details
FBB22-01073	tttt Overland Park Alabama United States 20755	AP Singh	Factory Built Building Installation Permit	08/08/2022	02/08/2022	Details
FBB22-01073	45 Overlea Boulevard,East York Toronto Ontario Canada 676767	RPID RPID [CU]	Rehabilitation Permit		02/07/2022	Details

Instructions

Click **Permit Type** and select a value from the drop-down list. All the permit records related to the selected Permit Type will be displayed as search results.



Key Points

The general public will have the ability to visit the portal and search for permits that are available or issued by the department.

Search Permits

Arizona Department of Housing

Search Notify Dept. of Park Status Change LTA Petition Log In

Search Permits

Permit Number: Owner: Permit Type: Permit Status:

Show 10 entries

Permit Number	Site Address	Owner Name	Permit Type	Date of Expiration	Date Issued	Inspections
FBB22-01074	tttt Overland Park Alabama United States 20755	AP Singh	Factory Built Permit	08/09/2022	02/09/2022	2
22-1042	ytdyt Ajo Arizona United States 6546346	Dev Adhoc Support	Manufactured Home Installation Permit	08/08/2022	02/08/2022	2
22-1041	34rd mm street Ajo Arizona United States 243434343	Lemark Affy	Manufactured Home Installation Permit	08/08/2022	02/08/2022	2
FBB22-01074	tttt Overland Park Alabama United States 20755	Lemark Affy	Rehabilitation Permit	08/08/2022	02/08/2022	2
FBB22-01073	tttt Overland Park Alabama United States 20755	AP Singh	Factory Built Building Installation Permit	08/08/2022	02/08/2022	2
FBB22-01073	45 Overlea Boulevard,East York Toronto Ontario Canada 676767	RPID RPID [CU]	Rehabilitation Permit		02/07/2022	

Instructions

1. Click on **Permit Status** and select a value from the drop-down list
2. Click the **Reset Search button** to restart search process

Key Points

No key points.

Search Permits

Arizona Department of Housing

Search Notify Dept. of Park Status Change LTA Petition Log In

Search Permits

Permit Number Owner Permit Type Permit Status Reset Search

Show 10 entries

Permit Number	Site Address	Expiration	Date Issued	Inspections
FBB22-01074	tttt Overland Park Ala	2022	02/09/2022	Details
22-1042	ytdyt Ajo Arizona Unite	2022	02/08/2022	Details
22-1041	34rd mm street Ajo Ari	2022	02/08/2022	Details
FBB22-01074	tttt Overland Park Alabama United States 20755	08/08/2022	02/08/2022	Details
FBB22-01073	tttt Overland Park Alabama United States 20755	08/08/2022	02/08/2022	Details
FBB22-01073	45 Overlea Boulevard,East York Toronto Ontario Canada 676767		02/07/2022	Details

Permit Details

Permit Number : FBB22-01074
Serial Number : 2
Year of Manufacture :
Manufacturer : 1
Date of Expiration : 2022-08-09
Dealer :
Installer : Pamela White
Installation Site Address : tttt Overland Park Alabama United States 20755

SCOPE OF WORK

No Scope Of Work

Instructions

1. Click the **Permit Number**
2. A permit details pop-up window will appear on the screen to view the permit details including Scope of Work

Key Points

No key points.

Search Permits

Search Permits

Permit Number P-0000256

Show 10 entries





Permit Number Site Address

P-0000256 Street YY

Showing 1 to 1 of 1 entries


Inspection Details

Show 10 entries Search...

Inspection Number	Date	Status	Certificate Of Occupancy Issued	Reports
00000950	9/22/2021	Unsubmitted	No	 2
00000911	9/20/2021	New	No	
00000900	9/22/2021	New	No	
00000787	9/16/2021	New	No	

Showing 1 to 4 of 4 entries Previous 1 Next

Date Issued Inspections

9/17/2021  1

Previous 1 Next

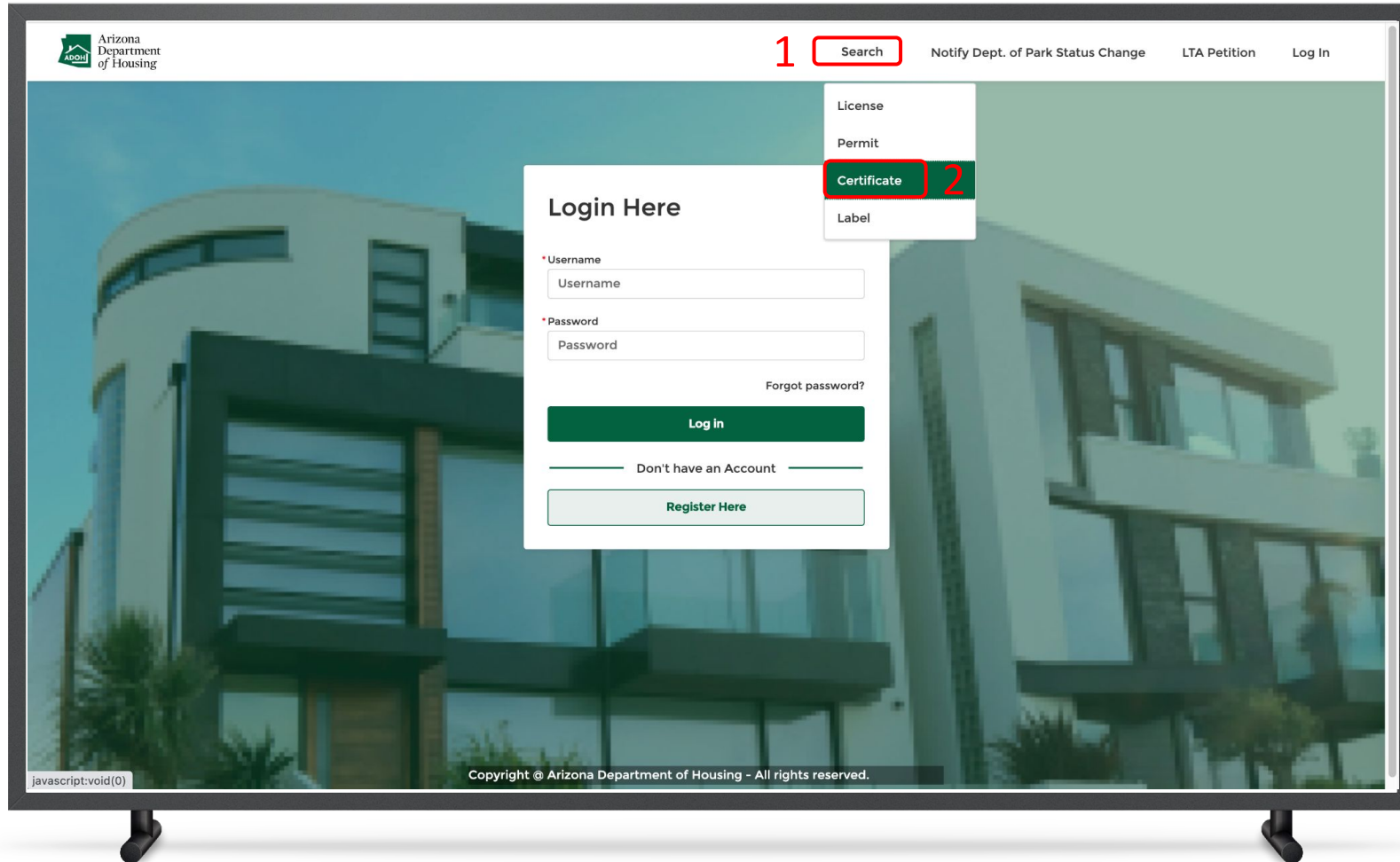
Instructions

1. Click on the **Details button** under the Inspections column to view Inspection Details
2. Click on the **Reports icon** to view reports that are generated as part of the inspection

Key Points

No key points.

Search Certificate



Instructions

1. Click on the **Search** tab
2. Select **Certificates**

Key Points

The general public will have the ability to come to the portal and search for the certificates available or certificates issued by the department.

Search Certificate

Arizona Department of Housing

Search Notify Dept. of Park Status Change LTA Petition Log In

Search Certificates

1

Reset Filter

Certificate Number Company Name Qualifying Party Certificate Type City

Zip/Postal Code

Show only Valid Valid 2

Show 10 entries

Certificate Number	Certificate Type	Company Name	License Number	Date Issued
AZR-002918	Reconstruction Certificate	Test enw	LA-87575	02/07/2022
AZM-002917	Modular Manufacturer Certificate	Test enw	LA-87575	02/07/2022
AZI-002916	Installation Certificate - FBB Commercial Use	Test enw		02/07/2022
AZI-002915	Installation Certificate - Residential Use	Test enw		02/07/2022
AZI-002913	Installation Certificate - Residential Use	ABC XYZ	LA-73715	01/24/2022
AZI-002912	Installation Certificate - Residential Use	ABC XYZ	LA-73715	01/24/2022
AZI-002911	Installation Certificate - FBB Commercial Use	Star Wars Limited	LA-91676	01/24/2022
AZI-002910	Installation Certificate - FBB Commercial Use	Star Wars Limited	LA-91676	01/24/2022

Instructions

1. Search for the certificates using any of the fields from the gray shaded box
2. Toggle the **Show only Valid** button to show only valid certificates

Key Points

No key points.

Search Certificate

Arizona Department of Housing

Search Certificates

Reset Filter

Certificate Number Company Name Qualifying Party Certificate Type City

Zip/Postal Code

Show only Valid

Show 10 entries

Certificate Number	Company Name	Qualifying Party	Certificate Type	City	Date Issued
AZR-002918					02/07/2022
AZM-002917					02/07/2022
AZI-002916					02/07/2022
AZI-002915			Installation Certificate - Residential Use	Test enw	02/07/2022
AZI-002913			Installation Certificate - Residential Use	ABC XYZ LA-73715	01/24/2022
AZI-002912			Installation Certificate - Residential Use	ABC XYZ LA-73715	01/24/2022
AZI-002911			Installation Certificate - FBB Commercial Use	Star Wars Limited LA-91676	01/24/2022
AZI-002910			Installation Certificate - FBB Commercial Use	Star Wars Limited LA-91676	01/24/2022

Certificate Details

Unit Serial Number: 1212 Roof Load: 19098

Wind Load: 2898 Floor Load: 97678

Size: 100 X 289 Date of Manufacture: 2022-02-02

Occupancy Type: IBC Coded Occupancy Types

SCOPE OF WORK

No Scope Of Work

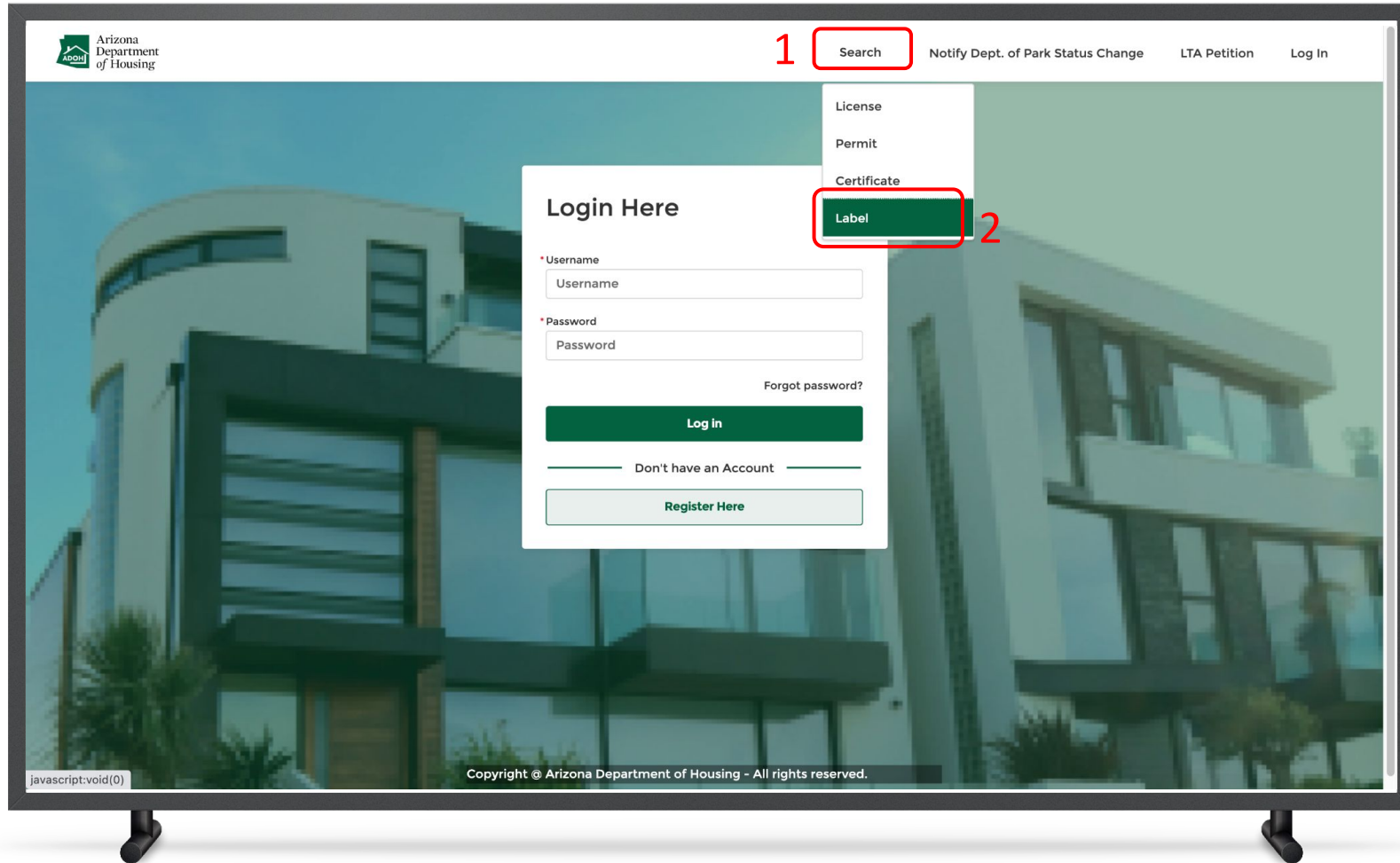
Instructions

1. Click the **Certificate Number**
2. Certificate Details and Scope of Work will pop-up on the screen

Key Points

No key points.

Search Labels



Instructions

1. Click on the **Search** tab
2. Select **Labels**

Key Points

The general public will have the ability to come to the portal and search for the Labels available or Labels issued by the department.

Search Labels

Arizona Department of Housing

Search Notify Dept. of Park Status Change LTA Petition Log In

Search Labels

1

2

Label Number Manufacturer Name Serial Number Date of Manufacture

Show only Valid Valid

Reset Search

Show 10 entries

Label Number	Home Manufacturer	Home Serial Number	Date of Manufacture	Request Verification Letter
LA-00035	Avengers			Request Verification Letter
LA-00034	MHBD_1			Request Verification Letter
LA-00033	MHBD_1			Request Verification Letter
LA-00032	Pinnacle Constructions			Request Verification Letter
LA-00031	Pinnacle Constructions			Request Verification Letter
LA-00030	Pinnacle Constructions			Request Verification Letter
LA-00029	Avengers			Request Verification Letter
LA-00028	MHBD_1			Request Verification Letter

3

Instructions

1. Search for **Labels** using the filters
2. Toggle the **Show only Valid** button to show only valid certificates
3. Click **Request Verification Letter** button

Key Points

The public or users have the ability to request a verification letter.

Search Labels

Arizona Department of Housing

Search Notify Dept. of Park Status Change LTA Petition Log In

Search Labels

Reset Search

Label Number Manufacturer Name Serial Number Date of Manufacture Show only Valid

Show 10 entries Search...

Label Number	Home Manufacturer	Home Serial Number	Date of Manufacture	Request Verification Letter
LA-000035	Avengers			Request Verification Letter
LA-000034	MHBD_1			Request Verification Letter
LA-000033	MHBD_1			Request Verification Letter
LA-000032	Pinnacle Constructions			Request Verification Letter
LA-000031	Pinnacle Constructions			Request Verification Letter
LA-000030	Pinnacle Constructions			Request Verification Letter
LA-000029	Avengers			Request Verification Letter
LA-000028	MHBD_1			Request Verification Letter

Instructions

1. Enter the **Email Address**
2. Click **Save**

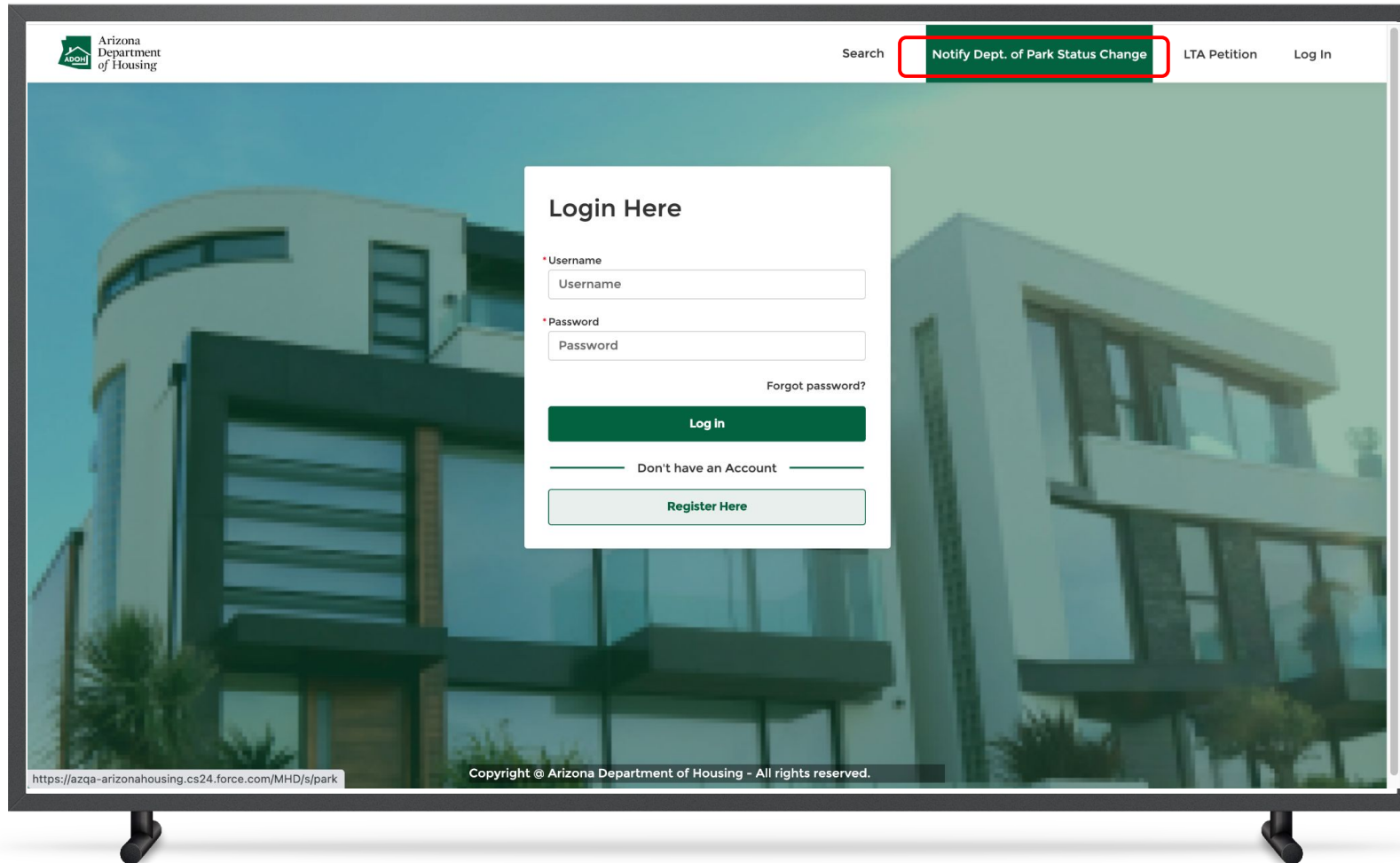
Key Points

- The system will ask you to provide an email address; requests can come from unauthenticated users as well
- Even the authenticated user must enter the email address manually when a verification letter is requested



Park Status Change

Park Status Change



Instructions

Click the **Notify Department of Park Status Change button** from the top navigation bar.



Key Points

The park owner will have the ability to notify the department about the park closing from this page.

Park Status Change

Arizona Department of Housing

Search Notify Dept. of Park Status Change LTA Petition Log In

Notify Department of Park Closure or Redevelopment/ Age Restrictions Change

Please enter details in the fields below.
* Indicates Required Fields

* Park Owner's Name	* Phone Number
<input type="text"/>	<input type="text"/>
* Email Address	* Park Name
<input type="text"/>	<input type="text"/>
Search Address <input type="text"/>	
Apartment Number Enter Apartment Number	* Street Address <input type="text"/>
* City <input type="text"/>	* State Arizona
* County Select County	Country United States
* Zip code <input type="text"/>	* Park Closure Effective Date <input type="text"/>
* Type of Notification Select Type of Notification	

Cancel **Submit**

Instructions

1. Populate all the details in the form
2. Click on the **Submit button**

Key Points

- Once the request is submitted, MHBD Staff will receive the Park Closure request and the Park Owner/Tenant will receive an email asking him/her to send their details in a CSV format only
- Once the Tenant details are uploaded in the system, the tenant will receive an email



Licenses

Licenses

Arizona Department of Housing

Search Manage Users My Profile Logout

Dashboard

Licenses 1

Permits

Inspections

Plan Review

Certificates and Labels

Complaints and Appeals

Audits

Purchase History

Acknowledgement

Manage License Applications

Use the Quicklinks below to Apply for New Licenses or Manage Existing Licenses.

- New Application**
Click on New Application below to Apply. Complete the Application to the best of your ability for Approval.
New Application 2
- Withdraw Application**
Request to withdraw a submitted application that has not been approved.
Withdraw Application
- Request Administrative Changes**
Request Admin Changes.
Request Admin Changes
- All License(s)**
View All License(s).
View All License(s)
- All Application(s)**
View All Application(s).
View All Application(s)
- Submit Sales Report**
Submit Sales Report
- Revise Past Sales Report**
Revise Past Sales Report

Toggle

Instructions

1. Click the **Licenses tab** from the toggle menu bar
2. Click **New Application**

Key Points

You can also perform the below tasks from this page:

- Withdraw Application
- Request Admin Changes
- View All Licenses
- View All Applications

Licenses

Arizona Department of Housing

Search Manage Users My Profile Logout

New Licensing Application

License Type

Manufacturer

✓ Manufacturer

Installer

Dealer

Back Next

Instructions

Select **License Type** from the drop-down list.

Key Points

License Types available are:

- Manufacturer
- Installer
- Dealer

Licenses

Arizona Department of Housing

Search Manage Users My Profile Logout

New Licensing Application

License Type
Manufacturer

Select Classification
M-9A
✓ M-9A
M-9C
M-9E

Instructions

Select **Classification** from the drop-down list.

Key Points

No key points.

Licenses – Agency Disclosure

Arizona Department of Housing

Search Manage Users My Profile Logout

Manufacturer Application

- 1 Section A - Agency Disclosures
- 2 Section B - Identification
- 3 Section C - Qualifying Party
- 4 Section D - Arizona Statutory Agent
- 5 Section E - Official Personnel
- 6 Section F - Questions
- 7 Document Upload
- 8 Section G - Signature Page
- 9 Pay and Submit

Section A - Agency Disclosures

1 Please note:
[Required Agency Disclosure for all the Applicants](#)

2 I (we) hereby agree to comply with ALL provisions of Arizona Revised Statutes, Title 41, Chapter 37, Articles 3 and 4, and the Rules and Regulations of the Arizona Department of Housing.

Are you active duty military?

Are you a veteran?

Are you the spouse of an active duty military individual?

Are you the spouse of a veteran?

Back **Next** Save and Exit

3

Instructions

1. Click the **Required Agency Disclosure** for all the Applicants' and read the disclosure
2. Check the **attestation box**
3. Click **Next**

Key Points

- This is a step-by step process for creating a new License application
- You can see all the section headers on the left side of the page
- If you have an application in progress, you will not be able to create a new application

Licenses – Identification

Arizona Department of Housing

Search Manage Users My Profile Logout

Manufacturer Application

- 1 Section A - Agency Disclosures
- 2 Section B - Identification**
- 3 Section C - Qualifying Party
- 4 Section D - Arizona Statutory Agent
- 5 Section E - Official Personnel
- 6 Section F - Questions
- 7 Document Upload
- 8 Section G - Signature Page
- 9 Pay and Submit

Section B - Identification

Business Name
Apex

Business Phone
(888) 888-8888

Email Address
prakruthi.kairamkonda+777@mtxb2b.com

*Doing Business As
Individual

- Individual
- Partnership
- Limited Partnership
- Corporation
- Limited Liability Company

Address Search

*Street Address
XYZ

Suite/Apt Number

*City
Pheonix

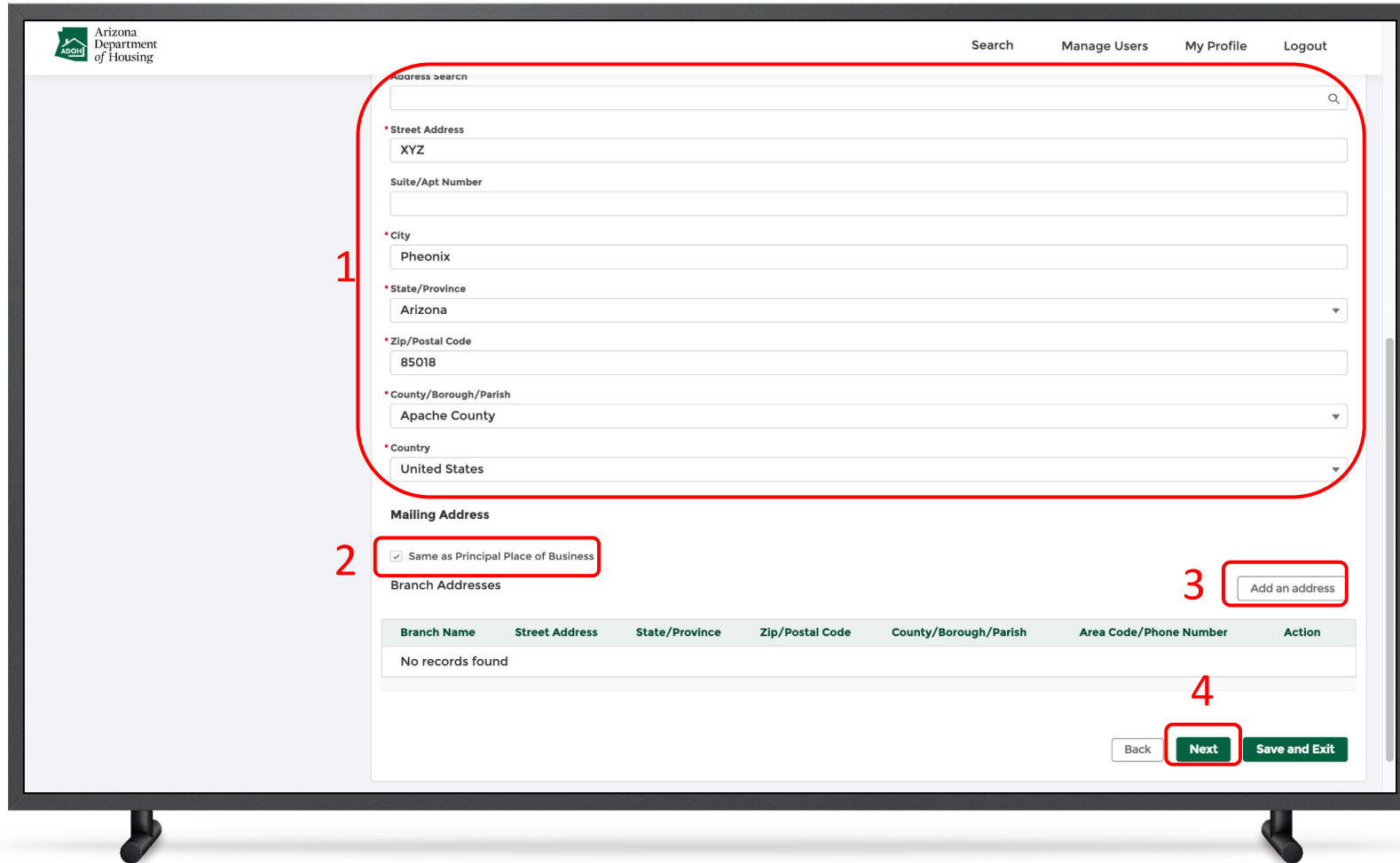
Instructions

Select the “Doing Business As” from the list.

Key Points

- Business Name, Business Number and Email Address fields are pre-populated based on what the information is entered while registering, however, these fields can be edited.
- Fields marked with * are mandatory

Licenses – Identification



Arizona Department of Housing

Search Manage Users My Profile Logout

Address search

* Street Address
XYZ

Suite/Apt Number

* City
Phoenix

* State/Province
Arizona

* Zip/Postal Code
85018

* County/Borough/Parish
Apache County

* Country
United States

Mailing Address

Same as Principal Place of Business

Branch Addresses

Branch Name	Street Address	State/Province	Zip/Postal Code	County/Borough/Parish	Area Code/Phone Number	Action
No records found						

Back Next Save and Exit

Instructions

1. Enter the **Principal Place of Business**
2. Check the box if your mailing address is the same as the address of the Principal Place of Business to auto-populate the information
3. Click the **Add an address button** to add a branch address
4. Click **Next**

Key Points

- At any stage, you can Save and Exit the application
- The pending application can be found in the Unsubmitted tile on the Dashboard
- You can go back to the previous page by clicking the **Back button**.

Licenses – Qualifying Party

Arizona Department of Housing

Search Manage Users My Profile Logout

Manufacturer Application

- Section A - Agency Disclosures
- Section B - Identification
- Section C - Qualifying Party**
- Section D - Arizona Statutory Agent
- Section E - Official Personnel
- Section F - Questions
- Document Upload
- Section G - Signature Page
- Pay and Submit

Section C - Qualifying Party

Please note: Provide details of Qualifying Party. The Qualifying Party must reside in the same State that is listed as the principal place of business on the application.

* Qualifying Party is

- Owner
- Partner
- Corporate Officer
- Employee
- Member
- Managing Member

Search Contact

* First Name * Middle Name

* Last Name * Email

Instructions

1. Read the note
2. Select the **Qualifying Party** from the drop-down list

Key Points

No key points.

Licenses – Qualifying Party

Arizona Department of Housing

Search Manage Users My Profile Logout

7 Document Upload
8 Section G - Signature Page
9 Pay and Submit

Please ensure to put in the complete name, year of birth and zip code for searching an approved contact from the system.

Full Name
Test 1 K

Date of Birth

Zip Code
80050

Search Contact

*First Name
Test

*Middle Name
Test

*Last Name
K

*Email
prakruthiemail@gmail.com

*Date of Birth
Feb 4, 1981

Search Address

*Street Address
XYZ

Suite/Apt Number

*City
NM

*Zip/Postal Code

*Country

*Area Code/Phone Number

Back Next Save and Exit

Instructions

1. Populate all the required information
2. Click **Next**

Key Points

- The qualifying party's address must be located in the same state in which the principal place of business is located
- Fields with * are mandatory

Licenses – Statutory Agent

Arizona Department of Housing

Search Manage Users My Profile Logout

Manufacturer Application

- Section A - Agency Disclosures
- Section B - Identification
- Section C - Qualifying Party
- Section D - Arizona Statutory Agent**
- Section E - Official Personnel
- Section F - Questions
- Document Upload
- Section G - Signature Page
- Pay and Submit

Section D - Arizona Statutory Agent

* Statutory Agent

Individual

Company

Instructions

Select the **Statutory Agent** from the list. The agent can be an individual or a company.

Key Points

No key points.

Licenses – Statutory Agent

Arizona Department of Housing

Search Manage Users My Profile Logout

4 Section D - Arizona Statutory Agent

5 Section E - Official Personnel

6 Section F - Questions

7 Document Upload

8 Section G - Signature Page

9 Pay and Submit

1

* First Name
Test 1

Middle Name

* Last Name
K

* Area Code/Phone Number
(808) 888-8888

* Email Address
prakruthiemail@gmail.com

Mailing Address

Search Address

* Street Address
XYZ

Suite/Apt Number

* City
NM

* State/Province
Arizona

* Zip/Postal Code
80050

2

Back Next Save and Exit

Instructions

1. If the Statutory Agent is an individual, provide the **Agent Full Name** and **Mailing Address**
2. Click **Next**

Key Points

If the Statutory Agent is a Company, provide **Company name** and Mailing Address.

Licenses – Official Personnel

Arizona Department of Housing

Search Manage Users My Profile Logout

Manufacturer Application

- Section A - Agency Disclosures
- Section B - Identification
- Section C - Qualifying Party
- Section D - Arizona Statutory Agent
- Section E - Official Personnel**
- Section F - Questions
- Document Upload
- Section G - Signature Page
- Pay and Submit

Section E - Official Personnel

1

Please note:

- The Personnel of Applicant shall include: the qualifying party in all instances; if an individual, the individual applying; if a partnership, all partners of the partnership; if a corporation, the president, vice president, secretary, and treasurer; if a limited liability company, all members and managing members; in a limited partnership, all general partners and limited partners.
- If the Applicant is a tiered entity, additional information will be required. A Tiered Entity is an entity that is owned or operated by another entity. For example, if "ABC Homes LLC", is owned or operated by "ABC Homes Corporation", "ABC Homes LLC" would be considered a Tiered Entity. In this instance, the Qualifying Party's information is required to appear in Section D of the application along with the name, physical address, and phone number of ABC Homes Corporation. In addition, the first name, middle name, and last name of the President of ABC Homes Corporation and his information (DOB, residence address and residence phone number) is required to appear in Section D. Both the Qualifying Party for the applicant and the President of ABC Homes Corporation would be required to sign the application.
- Please contact our Licensing Department at (602) 364-1094 if you require additional assistance.

2

*Add Personnel

First Name	Middle Name	Last Name	Zip/Postal Code	Phone Number	Action
No records found					

Back Next Save and Exit

Instructions

1. Read the note
2. Click the **Add Contact** button

Key Points

If you require additional assistance filling out the official personnel section, please contact AZ MHBD Licensing Department at (602) 364-1094.

Licenses – Official Personnel

Arizona Department of Housing

Search Manage Users My Profile Logout

Manufacturer Application

- Section A - Agency Disclosures
- Section B - Identification
- Section C - Qualifying Party
- Section D - Arizona Statutory Agent
- Section E - Official Personnel**
- Section F - Questions
- Document Upload
- Section G - Signature Page
- Pay and Submit

New Contact

Search Contact

Please ensure to put in the complete name, year of birth and zip code for searching an approved contact from the system.

Full Name
Test 1 K

Date of Birth
Feb 4, 1982

Zip Code
80050

Search Contact

1

*First Name
Test

*Middle Name
Test

*Last Name
K

*Title/Position
Test Position

*Date of Birth
Feb 3, 1965

*Street Address
XYZ

2

Cancel Save

Back Next Save and Exit

Instructions

1. Enter **New Contact** details
2. Click **Save**

Key Points

No key points.

Licenses - Questions

Arizona Department of Housing

Search Manage Users My Profile Logout

Manufacturer Application



- Section A - Agency Disclosures
- Section B - Identification
- Section C - Qualifying Party
- Section D - Arizona Statutory Agent
- Section E - Official Personnel**
- Section F - Questions
- Document Upload
- Section G - Signature Page
- Pay and Submit

Section E - Official Personnel

Please note:

- The Personnel of Applicant shall include: the qualifying party in all instances; if an individual, the individual applying; if a partnership, all partners of the partnership; if a corporation, the president, vice president, secretary, and treasurer; if a limited liability company, all members and managing members; in a limited partnership, all general partners and limited partners.
- If the Applicant is a tiered entity, additional information will be required. A Tiered Entity is an entity that is owned or operated by another entity. For example, if "ABC Homes LLC", is owned or operated by "ABC Homes Corporation", "ABC Homes LLC" would be considered a Tiered Entity. In this instance, the Qualifying Party's information is required to appear in Section D of the application along with the name, physical address, and phone number of ABC Homes Corporation. In addition, the first name, middle name, and last name of the President of ABC Homes Corporation and his information (DOB, residence address and residence phone number) is required to appear in Section D. Both the Qualifying Party for the applicant and the President of ABC Homes Corporation would be required to sign the application.
- Please contact our Licensing Department at (602) 364-1094 if you require additional assistance.

*Add Personnel Add a Contact

First Name	Middle Name	Last Name	Zip/Postal Code	Phone Number	Action
	Test	K	85018	(888) 888-8889	  1

Back **Next** Save and Exit **2**

Instructions

1. If you want to editor delete a contact click the **Edit or Delete icons**
2. After adding contacts, click **Next**

Key Points

You can add as many contacts as needed.

Licenses – Questions

Arizona Department of Housing

Search Manage Users My Profile Logout

Section A - Agency Disclosures
Section B - Identification
Section C - Qualifying Party
Section D - Arizona Statutory Agent
Section E - Official Personnel
Section F - Questions
Document Upload
Section G - Signature Page
Pay and Submit

Section F - Questions

1 Please note:
For purposes of the questions below, "person" means an applicant, an individual, a qualifying party, any partner of a partnership, any general partner of a limited partnership, any corporate officer of a corporation, or managing member of an LLC.

2 Has any person described above been affiliated with any business license issued by any state?
No

Has any person described above acted in the capacity of Qualifying Party in this or any other state?
Yes

Note: Upload necessary documentation to support your response on the Documents Upload step.

Has any person described above within one year prior to date of the application, had a license refused or revoked?
Yes

Note: Upload necessary documentation to support your response on the Documents Upload step. (Documentation should include copies of any administrative actions, and the final dispositions of those actions)

Has any person described above been arrested or convicted of a felony in any state or federal jurisdiction, or had final judgment brought against them in a civil action upon grounds of fraud, misrepresentation or deceit?
No

Are all parties, listed under Section D above, citizens of the United States?
No

Note: Provide written documentation identifying the country of which you are a citizen and provide documentation that demonstrates your legal right to live and work in the United States on the Documents Upload Step.

Back Next Save and Exit

Instructions

1. Read the text
2. If your answer is 'Yes' to 'Has any person described above been affiliated with any business license issued by any state?', you will have to enter additional mandatory details. If your answer is 'No' there will not be any action

Key Points

No key points.

Licenses - Questions

Arizona Department of Housing

Search Manage Users My Profile Logout

Section A - Agency Disclosures
Section B - Identification
Section C - Qualifying Party
Section D - Arizona Statutory Agent
Section E - Official Personnel
Section F - Questions
7 Document Upload
8 Section G - Signature Page
9 Pay and Submit

Section F - Questions

Please note:
For purposes of the questions below, "person" means an applicant, an individual, a qualifying party, any partner of a partnership, any general partner of a limited partnership, any corporate officer of a corporation, or managing member of an LLC.

Has any person described above been affiliated with any business license issued by any state?
No

Has any person described above acted in the capacity of Qualifying Party in this or any other state?
Yes

Note: Upload necessary documentation to support your response on the Documents Upload step.

Has any person described above within one year prior to date of the application, had a license refused or revoked?
Yes

Note: Upload necessary documentation to support your response on the Documents Upload step. (Documentation should include copies of any administrative actions, and the final dispositions of those actions)

Has any person described above been arrested or convicted of a felony in any state or federal jurisdiction, or had final judgment brought against them in a civil action upon grounds of fraud, misrepresentation or deceit?
No

Are all parties, listed under Section D above, citizens of the United States?
No

Note: Provide written documentation identifying the country of which you are a citizen and provide documentation that demonstrates your legal right to live and work in the United States on the Documents Upload Step.

Back Next Save and Exit

Instructions

If you select **No** for the next three questions, there won't be any actions. If you select **Yes**, you will have to upload supported documents in the Documents Upload section outlined in the next step.

Key Points

No key points.

Licenses – Questions

Arizona Department of Housing

Search Manage Users My Profile Logout

Section A - Agency Disclosures
Section B - Identification
Section C - Qualifying Party
Section D - Arizona Statutory Agent
Section E - Official Personnel
6 Section F - Questions
7 Document Upload
8 Section G - Signature Page
9 Pay and Submit

Section F - Questions

Please note:
For purposes of the questions below, "person" means an applicant, an individual, a qualifying party, any partner of a partnership, any general partner of a limited partnership, any corporate officer of a corporation, or managing member of an LLC.

Has any person described above been affiliated with any business license issued by any state?
No

Has any person described above acted in the capacity of Qualifying Party in this or any other state?
Yes

Note: Upload necessary documentation to support your response on the Documents Upload step.

Has any person described above within one year prior to date of the application, had a license refused or revoked?
Yes

Note: Upload necessary documentation to support your response on the Documents Upload step. (Documentation should include copies of any administrative actions, and the final dispositions of those actions)

Has any person described above been arrested or convicted of a felony in any state or federal jurisdiction, or had final judgment brought against them in a civil action upon grounds of fraud, misrepresentation or deceit?
No

1 Are all parties, listed under Section D above, citizens of the United States?
No

Note: Provide written documentation identifying the country of which you are a citizen and provide documentation that demonstrates your legal right to live and work in the United States on the Documents Upload Step.

2

Back Next Save and Exit

Instructions

1. If you select **No**, to “Are all parties, listed under Section D above, citizens of the United States?”, provide written documentation identifying the country of which you are a citizen and documentation to demonstrate your legal right to live and work in the United States in the Documents Upload section
2. Click **Next**

Key Points

If you select **Yes** to “Are all parties, listed under Section D above, citizens of the United States?” question, you will have to provide legal documentation (which identifies your name, and status as a U.S. Citizen) in the Documents Upload section.

Licenses – Document Upload

Arizona Department of Housing

Search Manage Users My Profile Logout

Manufacturer Application

- Section A - Agency Disclosures
- Section B - Identification
- Section C - Qualifying Party
- Section D - Arizona Statutory Agent
- Section E - Official Personnel
- Section F - Questions
- 7 Document Upload**
- 8 Section G - Signature Page
- 9 Pay and Submit

Document Upload

Document Name	Upload Action	Uploaded Documents	Generate Document
Agreement For Conditional License *	2 Upload Files	3 View Files	Generate Document
Certificate of Qualifying Party *	Upload Files	View Files	Generate Document
Pages 1 and 2 of Arizona Statement of Citizenship and Alien Status for State Public Benefits completed by the Qualifying Party stated on the Application *	Upload Files	View Files	Generate Document
Proof of U.S. citizenship for the Qualifying Party OR Proof that the Qualifying Party has the ability to live and work in U.S. *	Upload Files	View Files	Generate Document
Refund Policy and Certification Form signed by any person who is listed under 'Official Personnel' section of the application *	Upload Files	View Files	Generate Document
License bond or cash bond (D-8B applicant is exempt from bonding requirement) [One license bond required for the principal place of business and each branch added] *	Upload Files	View Files	Generate Document
Attachment A and the Notice of New License Application Fee Waiver for Income Qualified Applicants *	Upload Files	View Files	Generate Document
Copy of Articles of Organization *	Upload Files	View Files	Generate Document

Instructions

1. Click the **download icon**. Fill the documents and notarize using an e-signature or sign manually by taking printouts
2. Click the **Upload Files button** and upload the notarized documents
3. Click the **View Files button** to view the documents

Key Points

- For all the documents that would accept an e-signature, sign electronically and upload
- You can upload multiple documents one-by-one by clicking on **Upload Files button**
- Hover over the **i** to view the help text

Licenses- Document Upload

Arizona Department of Housing

Search Manage Users My Profile Logout

Evidence that the corporation has been granted authority to transact business in the State of Arizona *	Upload Files	View Files
Certificate of Registration to Transact Business in Arizona granted by the Arizona Secretary of State's office (if foreign Limited Partnership) *	Upload Files	View Files
Proof of serving as a qualifying party in this or any other state *	Upload Files	View Files
Proof of license refusal/revocation *	Upload Files	View Files
Documentation demonstrating your legal right to live and work in the United States *	Upload Files	View Files

Official Personnel / Qualifying Party	Document Name	Upload Action	Uploaded Documents	Generate Document
Test Test K	Statement of Authorization and Release of Information for all parties listed under 'Official Personnel' section of the application	Upload Files	View Files	Generate Document
Test K	Statement of Authorization and Release of Information for all parties listed under 'Official Personnel' section of the application	Upload Files	View Files	Generate Document

All parties listed in Section D of the application are required to provide the Department with a fingerprint card in the manner described in the Fingerprinting Requirements with special attention to item D of the Requirements.

Your physical fingerprint card must be mailed to the Department of Housing.

1 2

Back Next Save and Exit

Instructions

1. Scroll down to the bottom of the page and click **Next** if all the documents are notarized and uploaded
2. If you require time to notarize the documents and will return to the application, click **Save and Exit**

Key Points

No key points

Licenses – Signature Page

Arizona Department of Housing

Search Manage Users My Profile Logout

Manufacturer Application

- Section A - Agency Disclosures
- Section B - Identification
- Section C - Qualifying Party
- Section D - Arizona Statutory Agent
- Section E - Official Personnel
- Section F - Questions
- Document Upload
- Section G - Signature Page**
- Pay and Submit

Section G - Signature Page

*How many of the individuals listed in Section E previously submitted fingerprints to the Department of Housing in the last 3 years?

1

Document Name	Upload Action	Uploaded Documents
Signature Page	<input type="button" value="Upload Files"/>	<input type="button" value="View Files"/>

I (we) hereby agree to comply with ALL provisions of Arizona Revised Statutes, Title 41, Chapter 37, Articles 3 and 4, and the Rules and Regulations of the Arizona Department of Housing.

Instructions

1. Enter the number of individuals listed in Section E previously submitted to the Department of Housing in the last 3 years
2. Check the Attestation statement
3. Click **Next** to proceed

Key Points

No key points.

Licenses – Pay and Submit

Arizona Department of Housing

Search Manage Users My Profile Logout

Manufacturer Application

- Section A - Agency Disclosures
- Section B - Identification
- Section C - Qualifying Party
- Section D - Arizona Statutory Agent
- Section E - Official Personnel
- Section F - Questions
- Document Upload
- Section G - Signature Page
- 9 Pay and Submit**

Pay and Submit

Product Description	Quantity	Fee
M-9A - Manufacturer of FBBs	1	\$864.00
Background Processing Fee	1	\$22.00

Total Fee: \$886.00 1

Click on Pay button below to make the payment.

Pay 2

Back Save and Exit Back To Home

Instructions

1. The Total Fee to be paid will be displayed on the screen
2. Click the **Pay button** to be directed to the State of Arizona Checkout Utility page

Key Points

No key points.

Licenses – Pay and Submit

The screenshot shows the 'State of Arizona Checkout Utility' interface. At the top, there is a blue header with the state seal and the text 'State of Arizona Checkout Utility' and 'State of Arizona'. Below the header, the page title is 'CHECKOUT - PAYMENT INFORMATION'. The form is divided into several sections:

- Section 1:** A red box labeled '1' encompasses the entire 'CHECKOUT - PAYMENT INFORMATION' form.
- Section 2:** A red box labeled '2' encompasses the personal information fields: *First Name (Prakruthi), *Last Name (K), *Billing Address (XYZ), *City (NM), *State (AZ), *Zip (85018), *Email (prakruthiemail@gmail.com), and *Phone Number (999-999-9999).
- Section 3:** A red box labeled '3' encompasses the payment method selection: Credit Card and Electronic Check.
- Section 4:** A red box labeled '4' encompasses the credit card details: *Credit Card Number (4159282222222221), *Expiration Date (March 2024), and *CVV/CSV (655).
- Section 5:** A red box labeled '5' encompasses the 'Continue' button.

Below the payment method selection, there are logos for American Express, Discover, Mastercard, and Visa. A warning message states: 'Credit Cards issued by a foreign bank or entity are not an acceptable form of payment due to the system's inability to confirm security measures. As an alternative, please use a secured or prepaid Credit Card issued by a US entity or bank.' At the bottom left, there are 'Clear' and 'Cancel' buttons. At the bottom right, there is a 'Continue' button.

Instructions

1. You will be directed to the Payment Information page
2. Populate the **Payment Information**
3. Select the **Card Type** by checking the radio button
4. Provide the **Card Details**
5. Click **Continue**

Key Points

Credit cards issued by a foreign bank or entity are not accepted due to security measures. Use a secured or prepaid credit card issued by a U.S. entity or bank.

Licenses – Pay and Submit

State of Arizona Checkout Utility
State of Arizona

Order Review

Please review your order and ensure the information below is correct before proceeding.
If you agree with the information as displayed; please click the "Authorize" button to process the payment.

BILLING INFORMATION

Name:
Prakruthi K

Address:
XYZ, NM, AZ, 85018

Phone:
999-999-9999

Email:
prakruthiemail@gmail.com

[Edit](#)

ACCOUNT INFORMATION

VISA
4*****2221

[Edit](#)

ORDER INFO

Order No	Product ID	Item Description	Amount	Quantity	Total Amount
1466769979	HD026	REHABILITATION PERMIT	\$306.00	1	\$306.00
Total					\$306.00

Instructions

Review the order details.

Key Points

No key points.

Licenses – Pay and Submit

XYZ, NM, AZ, 85018

Phone:
999-999-9999

Email:
prakruthiemail@gmail.com

[Edit](#)

ACCOUNT INFORMATION

VISA
4*****2221

[Edit](#)

ORDER INFO

Order No	Product ID	Item Description	Amount	Quantity	Total Amount
1466769979	HD026	REHABILITATION PERMIT	\$306.00	1	\$306.00
Total					\$306.00

Note:

I understand that the following amount will be billed to my credit card. My credit card statement will show the following merchant name(s) and amount(s) for this transaction.

Merchant	Amount
AZ Dept of Housing	\$306.00

The total amount to be billed to your credit card is **\$306.00**.

[Previous](#) [Cancel](#) [Authorize](#)

State of Arizona Checkout Utility
State of Arizona

Contact Arizona Policies | Copyright 2021 AZ.gov

Instructions

Scroll down and click **Authorize**.

Key Points

No key points.

Licenses – Pay and Submit

State of Arizona Checkout Utility
State of Arizona

Receipt

Thank you for your payment. Your payment was successful.
Do not close this window. Click the "Continue" button to return to the Agency application.

YOUR PAYMENT IS COMPLETE

Payment is complete. Print this receipt for your records.
Your authorization number is **501689**.
Please reference this number in any correspondence regarding your transaction. [Get the Adobe Acrobat Reader](#)

[Download receipt](#) [Continue](#)

BILLING INFORMATION

Name:
Prakruthi K

Address:
XYZ, NM, AZ, 85018

Phone:
999-999-9999

Email:
prakruthiemail@gmail.com

ACCOUNT INFORMATION

VISA
4*****2221

Instructions

You will land on receipt page

1. Click **Continue**

Key Points

You can download the receipt by clicking the **Download Receipt button**.

Licenses – Pay and Submit

Arizona Department of Housing

Search Manage Users My Profile Logout

Manufacturer Application

- Section A - Agency Disclosures
- Section B - Identification
- Section C - Qualifying Party
- Section D - Arizona Statutory Agent
- Section E - Official Personnel
- Section F - Questions
- Document Upload
- Section G - Signature Page
- 9 Pay and Submit**

Pay and Submit

Thank you! Click on **Submit** to successfully Submit the application.

[View Receipt](#)

[Submit](#)

Instructions

Once you click **Continue**, you will be redirected to Pay and Submit page

1. Click **Submit**

Key Points

To view the receipt, click **View Receipt**.

Dashboard

Arizona Department of Housing

Search Manage Users My Profile Logout

Notification Announcement :
Please check here for any upcoming announcements from the MHBD

Dashboard

Licenses Permits Plan Review Certificates Labels Inspections Complaints and Appeals

6 Approved ✓	1 Rejected/Denied ✗	3 Rejected ✗	0 Denied ✗	5 Submitted ↑
22 Unsubmitted !		2 Under Review ↑		

ADOH

https://azuat-arizonahousing.cs209.force.com/MHD/s/#-6

Instructions

No instructions.

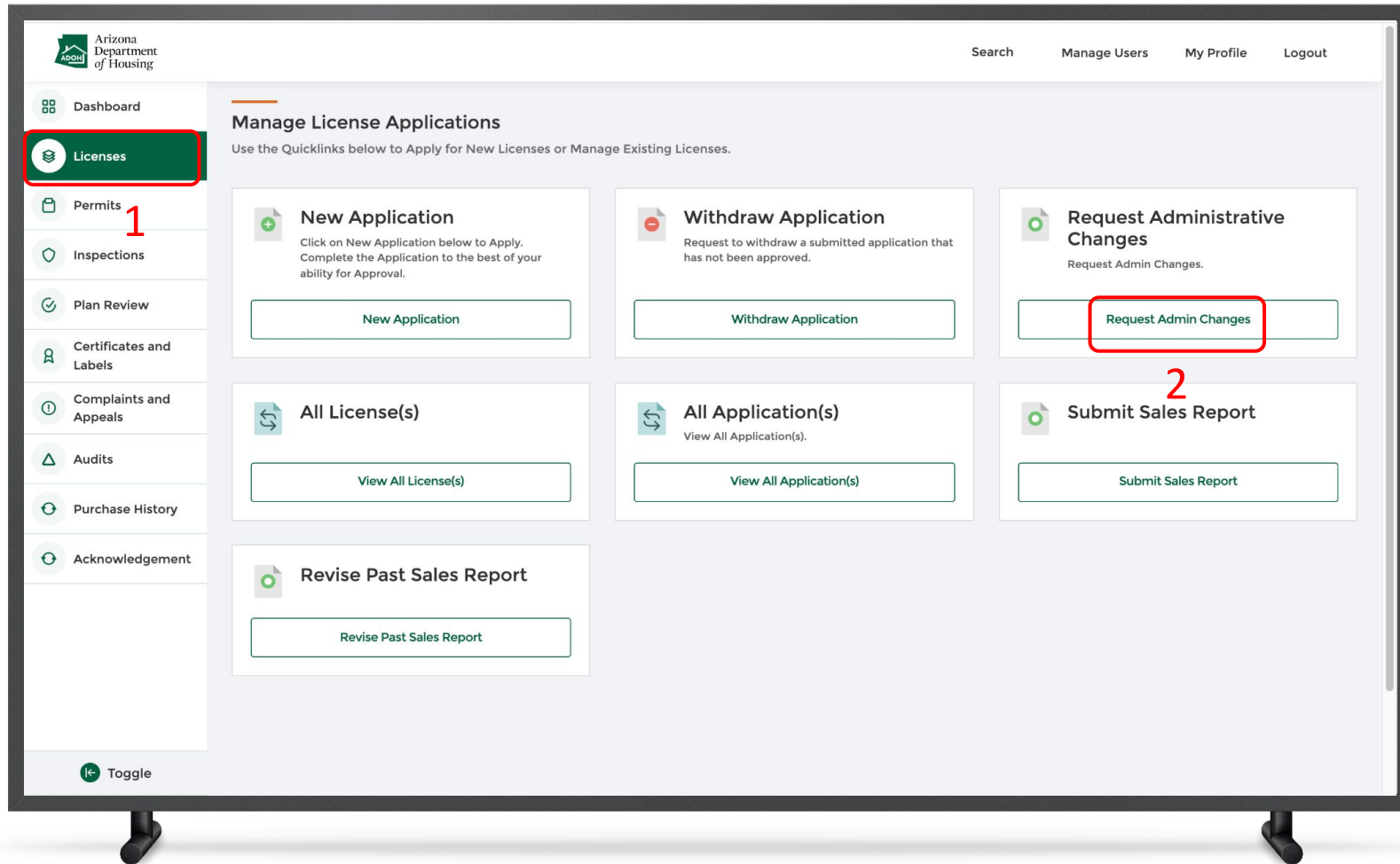
Key Points

The new License Application will be submitted, and found in the "Submitted" tile on the Licenses Dashboard.



License Admin Changes

License Admin Changes



Instructions

1. Navigate to the **Licenses** page
2. Click the **Request Admin Changes** button

Key Points

No key points.

License Admin Changes

Arizona Department of Housing

Search Manage Users My Profile Logout

Request Admin Changes

License Number	License Type	Business Name	Condition	Status	Approval Date	Action
LA-64685	Installer	Mhbdd	New	Valid	2022-01-26	▼
LA-69203	Manufacturer	Mhbdd	New	Valid	2021-12-12	Request Admin Changes Download Branch License Download Small License Download Large License
LA-87041	Dealer	Mhbdd	Late Renewed	Valid	2021-11-11	Pay Download Branch License Download Small License Download Large License

Instructions

1. Select the license to make the changes and click the **Action** icon
2. Click **Request Admin Changes**

Key Points

No key points.

License Admin Changes

Arizona Department of Housing

Search Manage Users My Profile Logout

Request Admin Changes

Type of Change

Select Change Type

- Addition of Branch
- Deletion of Branch
- Email Address
- License Classification
- Mailing Address
- Manager or Managing Member of an LLC or New Corporate Officers of a

Instructions

Select the **Type of Change** from the drop-down list (selecting 'Addition of Branch' in this case).



Key Points

No key points.

License Admin Changes

Arizona Department of Housing

Search Manage Users My Profile Logout

New Addition of Branch Change Application

1 Request Change Form
2 Document Upload
3 Pay and Submit

Request Change Form

Branch Addresses

Add an address

Branch Name	Street Address	State/Province	Zip/Postal Code	County	Area Code/Phone Number	Action
No records found						

Back Next Save and Exit

Instructions

Click **Add an address**.

Key Points

No key points.

License Admin Changes

Arizona Department of Housing

Search Manage Users My Profile Logout

New Addition of Branch Change Application

1 Request Change Form
2 Document Upload
3 Pay and Submit

Add New Address

Branch Name
Test Branch 1

Search Address

* Street Address
XYZ

Suite/Apt Number

* City
NM

* State/Province
Arizona

* Zip/Postal Code
85018

* County
Apache County

* Area Code/Phone Number
(888) 888-8888

* Country
United States

Cancel Save

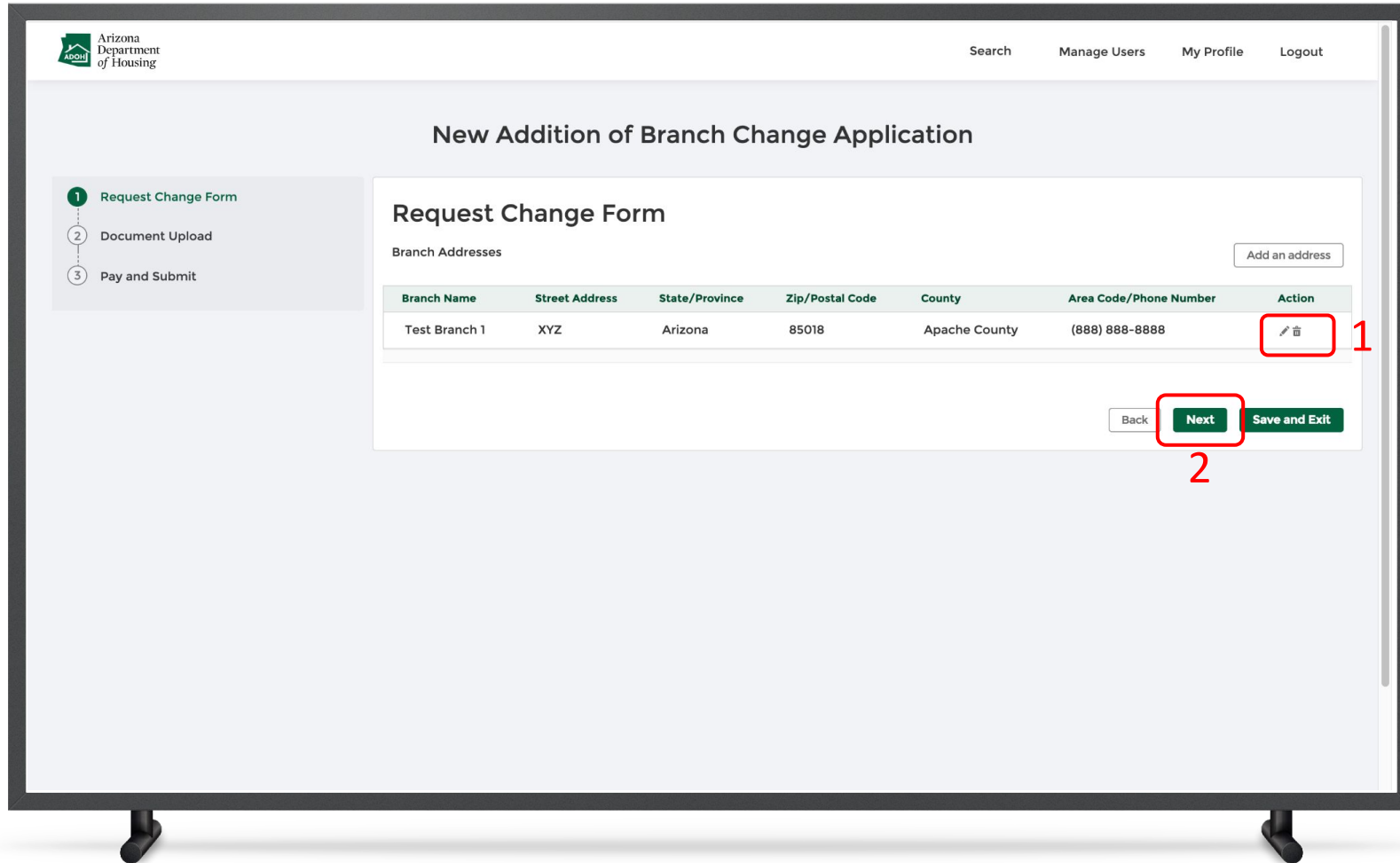
Instructions

1. Populate all the details
2. Click **Save**

Key Points

No key points.

License Admin Changes



Arizona Department of Housing



Search Manage Users My Profile Logout

New Addition of Branch Change Application

1 Request Change Form
2 Document Upload
3 Pay and Submit

Request Change Form

Branch Addresses Add an address

Branch Name	Street Address	State/Province	Zip/Postal Code	County	Area Code/Phone Number	Action
Test Branch 1	XYZ	Arizona	85018	Apache County	(888) 888-8888	 

Back Next Save and Exit

Instructions

1. Edit or delete any details by clicking the **Edit** or **Delete** icons
2. Click **Next**

Key Points

No key points.

License Admin Changes

Arizona Department of Housing

Search Manage Users My Profile Logout

New Addition of Branch Change Application

Request Change Form
2 Document Upload
3 Pay and Submit

Document Upload

Document Name	Upload Action	Uploaded Documents	Generate Document
Branch bond @	1 Upload Files	View Files	

Back **2** Next Save and Exit

Instructions

1. Click **Upload Files** and upload supported documents
2. Click **Next**

Key Points

No key points.

License Admin Changes

The screenshot shows the ADOH web application interface. At the top left is the ADOH logo and the text 'Arizona Department of Housing'. At the top right are navigation links: 'Search', 'Manage Users', 'My Profile', and 'Logout'. The main heading is 'New Addition of Branch Change Application'. On the left is a vertical progress bar with three steps: 'Request Change Form' (checked), 'Document Upload' (checked), and 'Pay and Submit' (active, highlighted in green). The main content area is titled 'Pay and Submit'. It contains a table with the following data:

Product Description	Quantity	Fee
Request Admin Changes	1	\$10.00

Below the table, the text 'Total Fee: \$10.00' is displayed and highlighted with a red box and the number '1'. Below this, the text 'Click on Pay button below to make the payment.' is shown. A green 'Pay' button is highlighted with a red box and the number '2'. A 'Back' button is located at the bottom right of the main content area.

Instructions

1. The Total Fee will be displayed on the page
2. Click **Pay** to proceed with payment process

Key Points

No key points.

License Admin Changes

The screenshot shows the 'State of Arizona Checkout Utility' interface. At the top, there is a blue header with the state seal and the text 'State of Arizona Checkout Utility' and 'State of Arizona'. Below the header, the form is titled 'CHECKOUT - PAYMENT INFORMATION'. The form contains several fields: 'First Name' (Prakruthi), 'Last Name' (K), 'Billing Address' (XYZ), 'City' (NM), 'State' (AZ), 'Zip' (85018), and 'Email' (prakruthiemail@gmail.com). Below these fields, there are two radio buttons: 'Credit Card' (selected) and 'Electronic Check'. Below the radio buttons, there are logos for Discover, American Express, Mastercard, and Visa. A warning message states: 'Credit Cards issued by a foreign bank or entity are not an acceptable form of payment due to the system's inability to confirm security measures. As an alternative, please use a secured or prepaid Credit Card issued by a US entity or bank.' Below the warning, there are fields for 'Credit Card Number' (4159282222222221), 'Expiration Date' (March 2024), and 'CVV/CSV' (655). At the bottom of the form, there are 'Clear', 'Cancel', and 'Continue' buttons. Red callouts with numbers 1 through 5 are placed over the form: 1 points to the 'Payment Information' header, 2 points to the billing address fields, 3 points to the 'Credit Card' radio button, 4 points to the credit card number field, and 5 points to the 'Continue' button.

Instructions

1. You will be directed to the Payment Information page
2. Populate the **Payment Information**
3. Select the **Card Type** by checking the radio button
4. Provide the **Card Details**
5. Click **Continue**

Key Points

Credit cards issued by a foreign bank or entity are not accepted due to security measures. Use a secured or prepaid credit card issued by a U.S. entity or bank.

License Admin Changes

State of Arizona Checkout Utility
State of Arizona

Order Review

Please review your order and ensure the information below is correct before proceeding.
If you agree with the information as displayed; please click the "Authorize" button to process the payment.

BILLING INFORMATION

Name:
Prakruthi K

Address:
XYZ, NM, AZ, 85018

Phone:
999-999-9999

Email:
prakruthiemail@gmail.com

ACCOUNT INFORMATION

VISA
4*****2221

ORDER INFO

Order No	Product ID	Item Description	Amount	Quantity	Total Amount
1466769979	HD026	REHABILITATION PERMIT	\$306.00	1	\$306.00
Total					\$306.00

Instructions

Review the order details.

Key Points

No key points.

License Admin Changes

XYZ, NM, AZ, 85018

Phone:
999-999-9999

Email:
prakruthiemail@gmail.com

[Edit](#)

ACCOUNT INFORMATION

VISA
4*****2221

[Edit](#)

ORDER INFO

Order No	Product ID	Item Description	Amount	Quantity	Total Amount
1466769979	HD026	REHABILITATION PERMIT	\$306.00	1	\$306.00
Total					\$306.00

Note:

I understand that the following amount will be billed to my credit card. My credit card statement will show the following merchant name(s) and amount(s) for this transaction.

Merchant	Amount
AZ Dept of Housing	\$306.00

The total amount to be billed to your credit card is **\$306.00**.

[Previous](#) [Cancel](#) [Authorize](#)

State of Arizona Checkout Utility
State of Arizona

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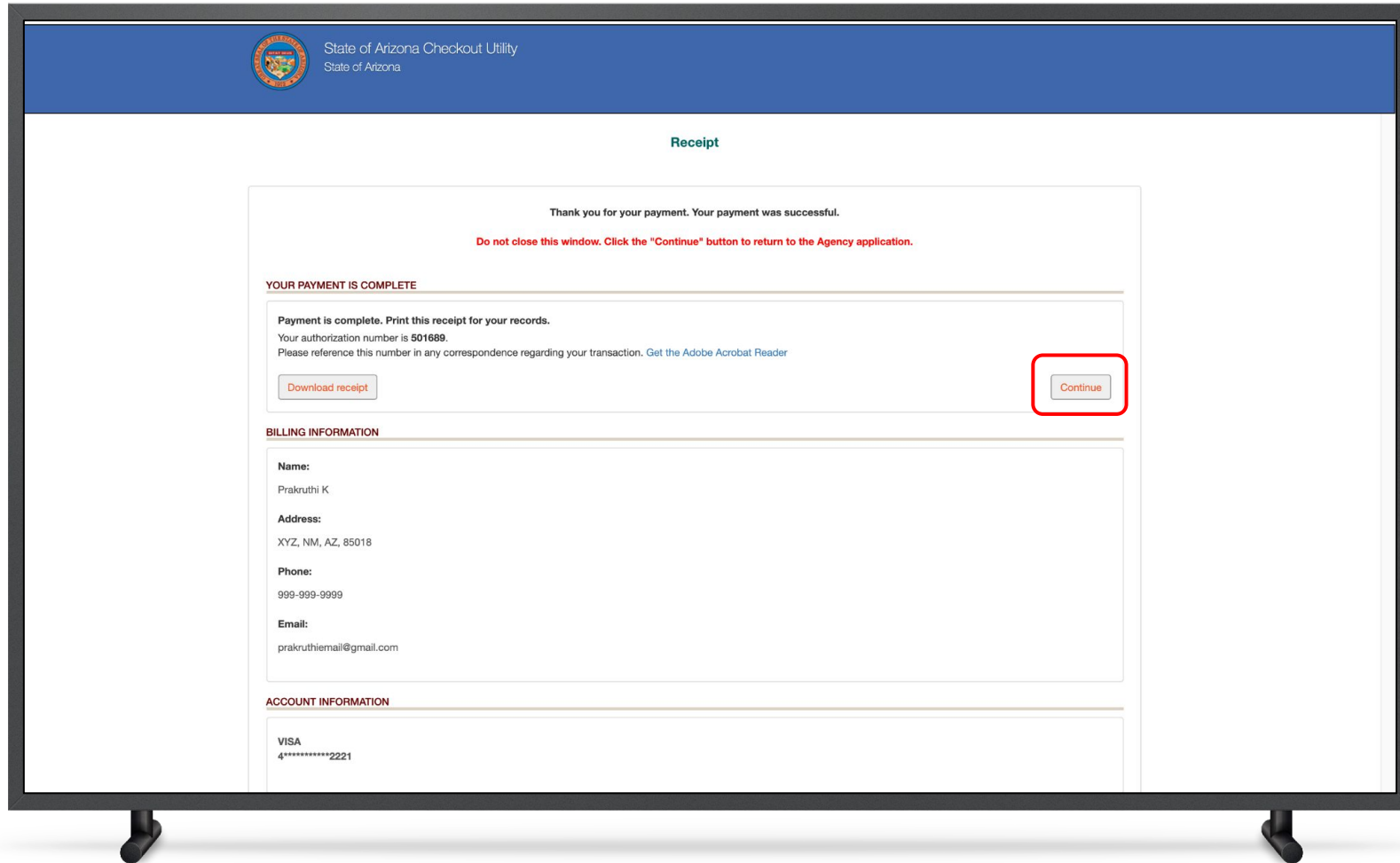
Instructions

Scroll down and click **Authorize**.

Key Points

No key points.

License Admin Changes



Instructions

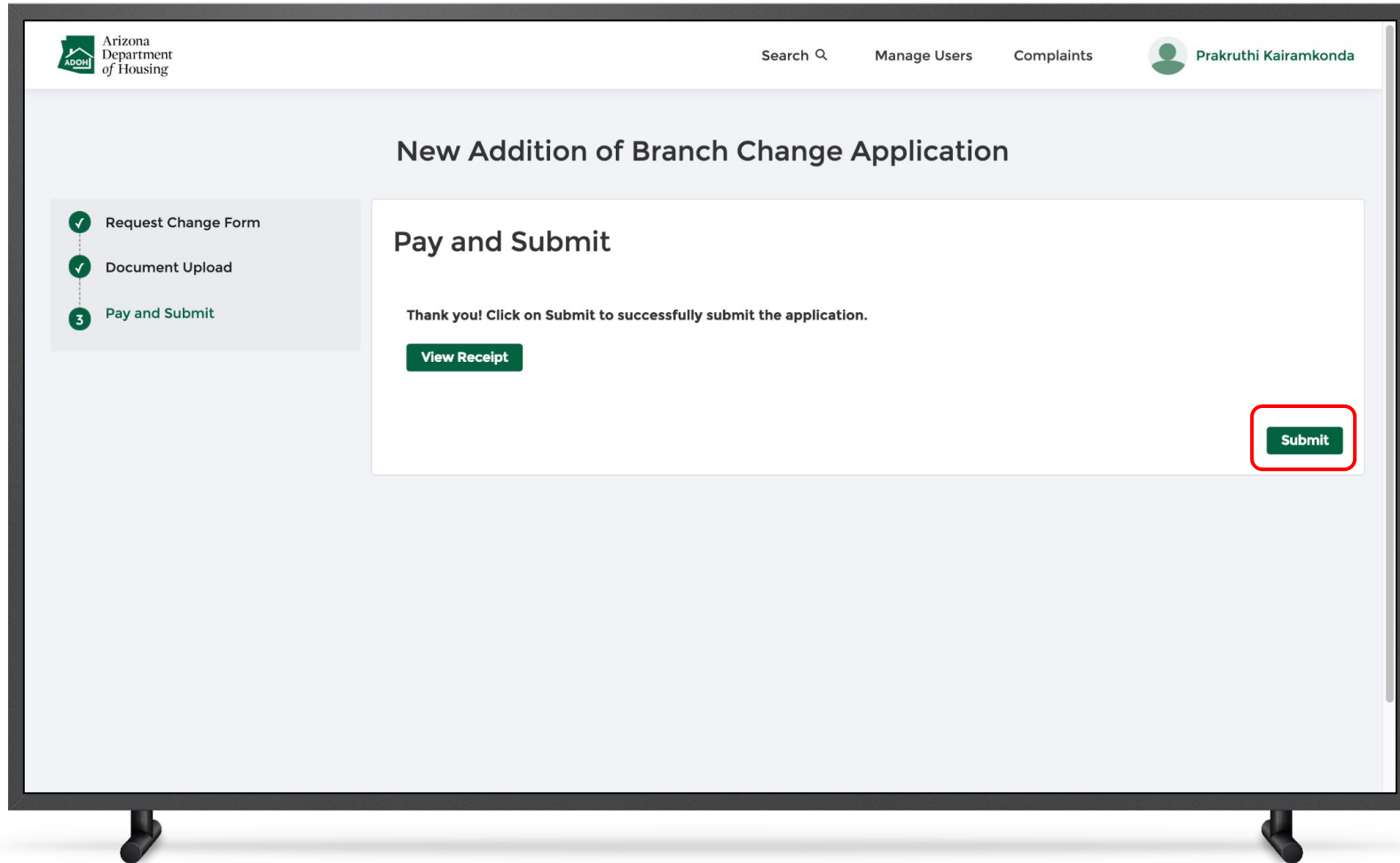
You will land on the receipt page

1. Click **Continue**

Key Points

You can download the receipt by clicking the **Download Receipt button**.

License Admin Changes



Instructions

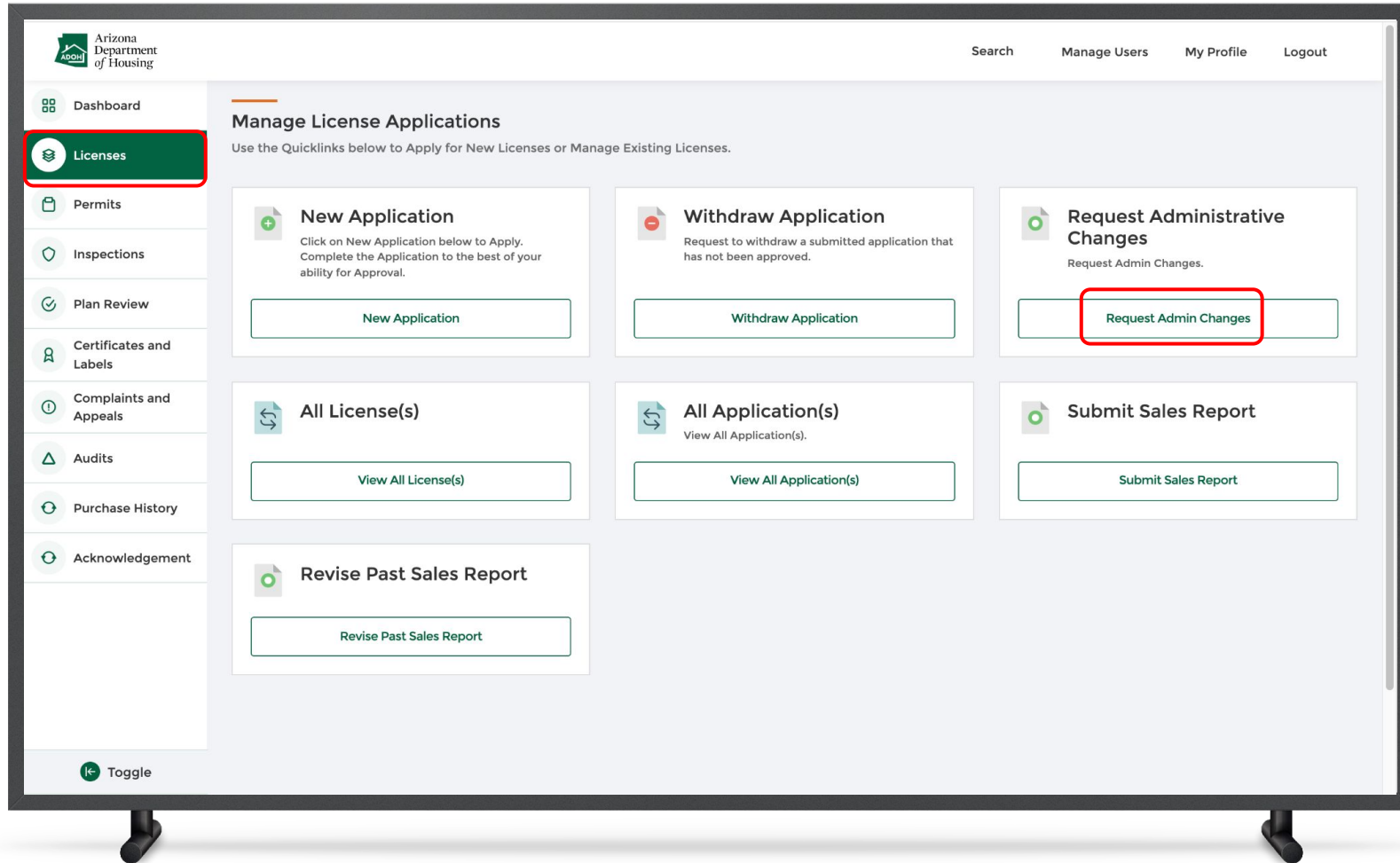
Once you click **Continue**, you will be redirected to the Pay and Submit page

1. Click **View Receipt** to view the receipt
2. Click **Submit**

Key Points

No key points.

New License Classification



Instructions

Navigate to the **License tab** and click **Request Admin changes**.

Key Points

No key points.

License Admin Changes

Arizona Department of Housing

Search Manage Users My Profile Logout

Request Admin Changes

License Number	License Type	Business Name	Condition	Status	Approval Date	Action
LA-64685	Installer	Mhbdd	New	Valid	2022-01-26	▼
LA-69203	Manufacturer	Mhbdd	New	Valid	2021-12-12	Request Admin Changes
LA-87041	Dealer	Mhbdd	Late Renewed	Valid	2021-11-11	Download Branch License

Download Small License

Download Large License

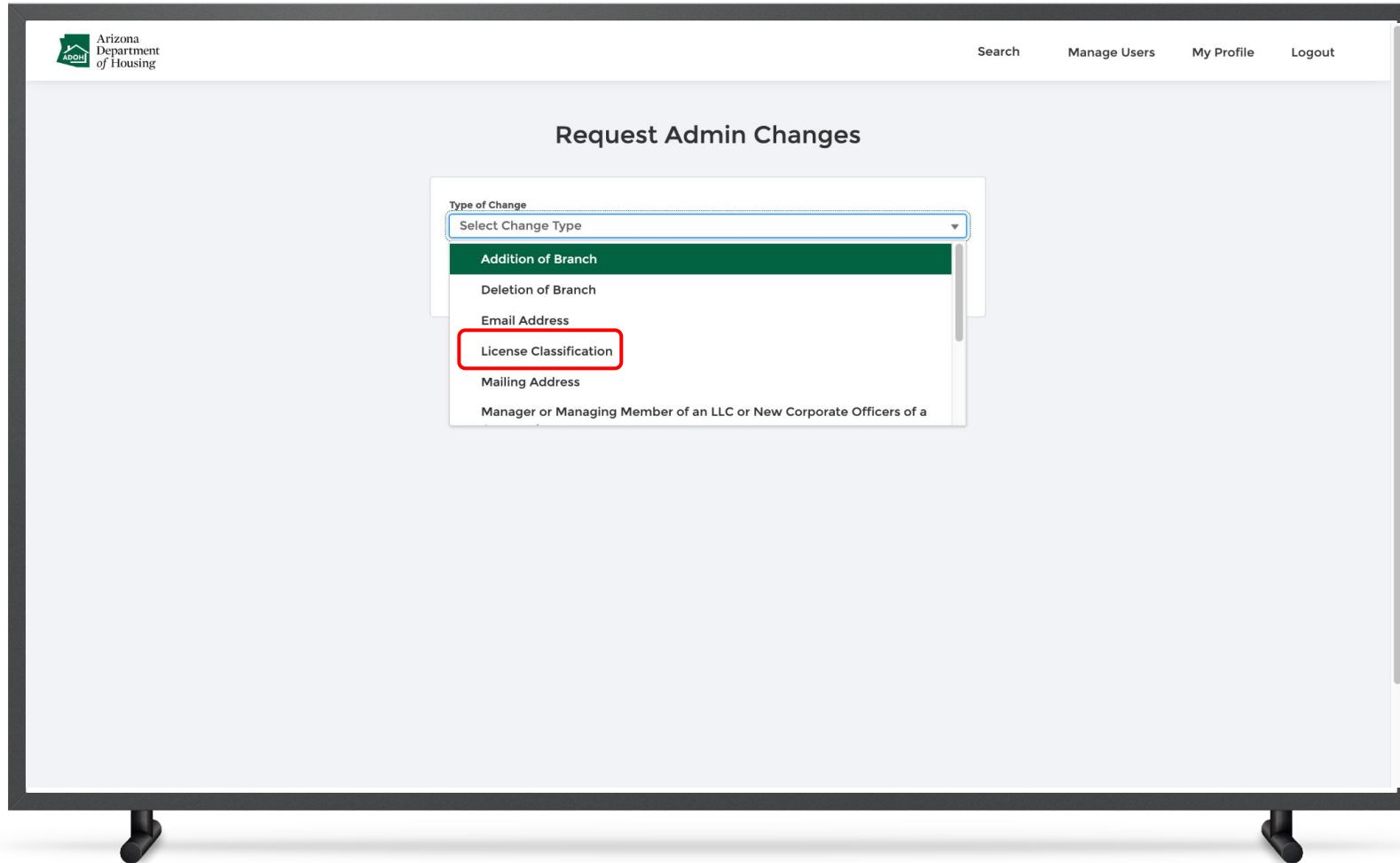
Instructions

1. Select the license to make the changes on and click the **Action** icon
2. Click **Request Admin Changes**

Key Points

No key points.

New License Classification



Instructions

Select the **License Classification** from the dropdown list.

Key Points

No key points.

New License Classification

Arizona Department of Housing

Search Manage Users My Profile Logout

New License Classification Change Application

Request Change Form

1

* New License Classification
M-9C

Back Next Save and Exit

2

1 Request Change Form
2 Document Upload
3 Pay and Submit

Instructions

1. Select a **New License Classification**
2. Click **Next**

Key Points

When a user requests for a change from a lower to a upper in license classification, they will need to pay the difference amount.

If the request for a change in license classification is from upper to lower, the difference amount will need to be refunded.

New License Classification

Arizona Department of Housing

Search Manage Users My Profile Logout

New License Classification Change Application

Request Change Form
2 Document Upload
3 Pay and Submit

Document Upload

Document Name	Upload Action	Uploaded Documents	Generate Document
Bond Rider Form	1 Upload Files	View Files	

Back **2** Next Save and Exit

Instructions

1. Upload the Bond Rider Form(s) by clicking **Upload Files button**
2. Click **Next**

Key Points

If the installer or manufacturer are changing the classification, they need to submit Bond Rider Forms for all the license locations including branches.

New License Classification

Arizona Department of Housing

Search Manage Users My Profile Logout

New License Classification Change Application

Request Change Form
Document Upload
3 Pay and Submit

Pay and Submit

1 Payment, if owed, will be calculated by the department. Licensee will be notified if payment owed. Please click the submit button to complete the application.

2 Submit

Instructions

1. Payment, if owed, will be calculated by the department - You will be notified if a payment is owed
2. Click **Submit**

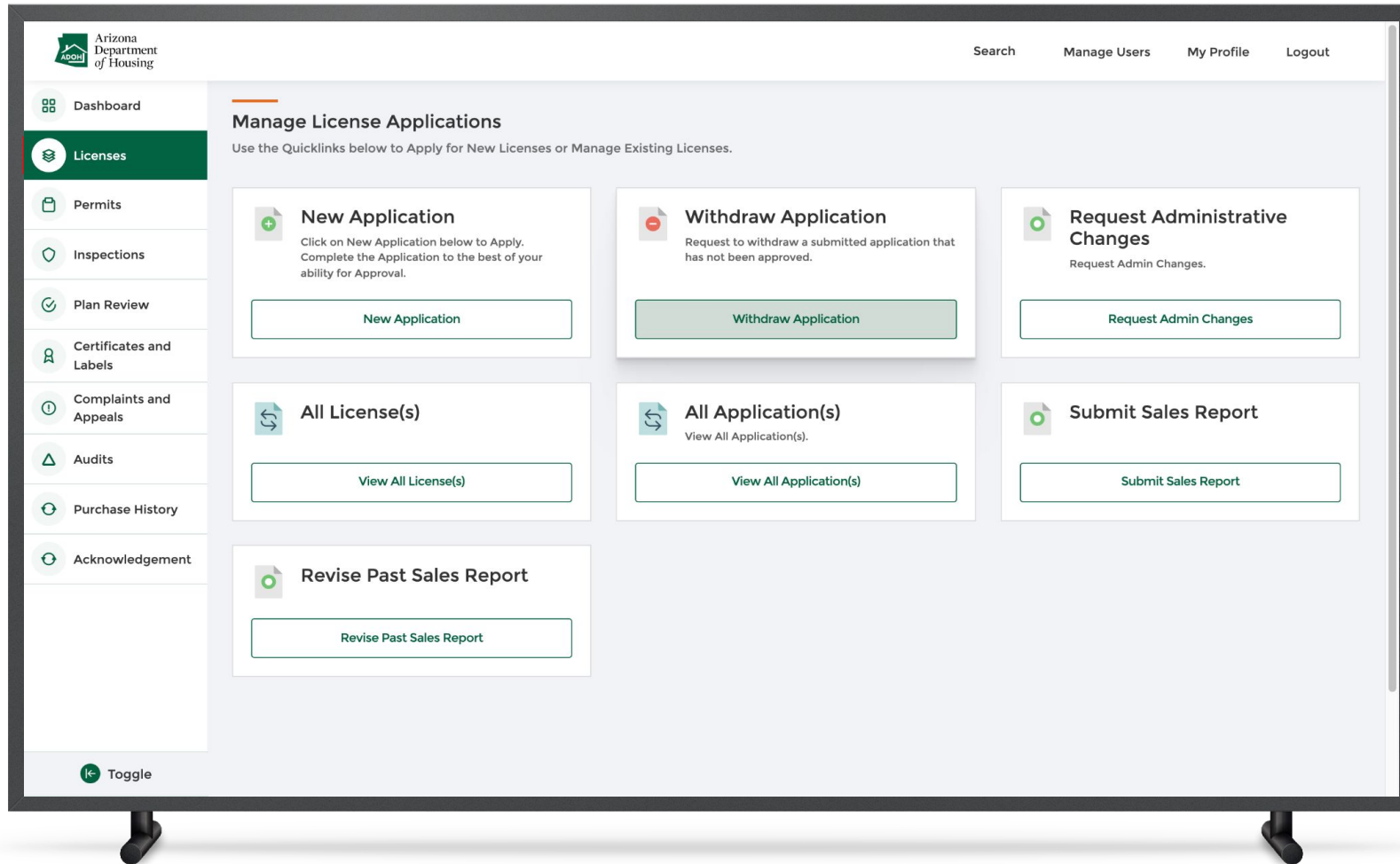
Key Points

No key points.



Withdraw License Application

Withdraw Application



Instructions

1. Navigate to the License's page
2. Click **Withdraw Application**

Key Points

You will be able to withdraw a license application as long as the application is in the "Submitted" status.

Withdraw Application

Arizona Department of Housing

Search Manage Users My Profile Logout

Dashboard

Licenses

Permits

Inspections

Plan Review

Certificates and Labels

Complaints and Appeals

Audits

Purchase History

Acknowledgement

Toggle

Withdraw License Application

Application can be filtered by number or type using the fields below.

Please note:
Manufactured Housing and Building Division
A withdrawal application may be requested before an application is approved. Please select the eligible application below.

Application Number: Application Type:

Application Number	Business Name	Application Type	License Type	Submitted Date	Action
a1M7400000HLfm	Mhbdd	Licensing Application	Manufacturer	2022-01-13	<input type="button" value="Withdraw Application"/>

Page 1 of 1

Instructions

Select the **application** that you want to withdraw and click **Withdraw Application**.

Key Points

No key points.

Withdraw Application

Arizona Department of Housing

Search Manage Users My Profile Logout

Dashboard

Licenses

Permits

Inspections

Plan Review

Certificates and Labels

Complaints and Appeals

Audits

Purchase History

Acknowledgement

Withdraw License Application

Application can be filtered by number or type using the fields below.

Please note:
Manufactured Housing and Building Division
A withdrawal application may be requested before an application is approved. Please select the eligible application below.

Application Number

Application Number

a1M7400000

Confirmation

Withdrawal Reason

Test

Cancel Confirm

Page 1 of 1

First < > Last

Clear Search

Action

Withdraw Application

Toggle

Instructions

A confirmation window will pop-up on the screen

1. Provide the **reason for withdrawal**
2. Click **Confirm** to change the status of the application on the dashboard to “Withdrawn”



Key Points

The licensing department will receive a notification when the application is withdrawn.



Permit Application

Permits

Arizona Department of Housing

Search Manage Users My Profile Logout

Dashboard Licenses **Permits** Inspections Plan Review Certificates and Labels Complaints and Appeals Audits Purchase History Acknowledgement

Manage Permit Applications

Use the Quick links below to Apply for New Permits or Manage Existing Permits.

New Permit Application
Click on New Permit Application below to Apply. Complete the Application to the best of your ability for Approval.

Withdraw Permit Application
Request to withdraw a submitted application that has not been approved.

Request Administrative Changes
Request Admin Changes.

All Permit(s)
View All Permit(s).

All Permit Application(s)
View All Permit Application(s).

Toggle

Instructions

1. Click the **Permits tab** from the toggle menu bar
2. Click **New Permit Application**

Key Points

You can also perform the following actions from this page:

- Withdraw Permit Application
- Request Admin Changes
- All Permits
- All Permit Applications

Permit Application

Arizona Department of Housing

Search My Profile Logout

New Permit Application

Permit Type

Select Permit Type

- Manufactured Home Installation Permit
- Factory Built Building Installation Permit
- Special Use Installation Permit
- Rehabilitation Permit

Instructions

Select the **Permit Type** from the drop-down list .



Key Points

If you select **Manufactured Home Installation Permit** or **Factory Built Building Installation Permit** types, you need to provide Installation City/Town.

Permit Application

Arizona Department of Housing

Search My Profile Logout

New Permit Application

Permit Type
Manufactured Home Installation Permit

1 Installation City/Town
Aguila

Installation County
Maricopa County

2 Back Next

Instructions

1. Select the **Installation City/Town**
2. Click **Next**

Key Points

- The installation county will pre-populate based on the installation city or town selected
- If the installation county has an active Inspection Service Agreement with MHBD, you need to contact your local department for acquiring permits

Permit Application - Owner Information

The screenshot shows the 'Manufactured Home Installation Permit Application' page. On the left is a vertical navigation menu with seven steps: 1. Owner Information (highlighted), 2. Installation Address, 3. Unit Information, 4. Scope of Work & Required Licenses, 5. Required Information, 6. Document Upload, and 7. Pay and Submit. The main content area is titled 'Owner Information' and includes a red asterisk note: '* means required fields'. Below this is a dropdown menu labeled '*Type' with a red box around it. The dropdown is open, showing two options: 'Individual' (highlighted in green) and 'Company'. At the top right of the main content area, there is a 'Delete' button. The top navigation bar includes the ADOH logo, 'Search', 'My Profile', and 'Logout'.

Instructions

Select the **Owner Type** from the drop-down list.

Key Points

The steps in the application differs based upon the **Permit Type** selected.

Permit Application - Owner Information

The screenshot shows the ADOH website interface for a permit application. The top navigation bar includes the ADOH logo, 'Search', 'My Profile', and 'Logout' links. The main heading is 'Manufactured Home Installation Permit Application'. A sidebar on the left contains a progress indicator with seven steps: 1. Owner Information (highlighted), 2. Installation Address, 3. Unit Information, 4. Scope of Work & Required Licenses, 5. Required Information, 6. Document Upload, and 7. Pay and Submit. The main content area is titled 'Owner Information' and contains several required fields marked with an asterisk (*):

- * Type: A dropdown menu with 'Individual' selected.
- * First Name: A text input field containing 'John'.
- Middle Name: A text input field.
- * Last Name: A text input field containing 'Test 1'.
- * Area Code/Phone Number: A text input field.
- * Email Address: A text input field.
- Mailing Address**: A section containing:
 - Search Address: A text input field with a search icon.
 - * Street Address: A text input field.
 - Suite/Apt Number: A text input field.

Instructions

Populate all the required fields.

Key Points

- You can Save and Exit the application and restart the application later if needed
- All the fields with * are mandatory

Permit Application - Owner Information

Arizona Department of Housing

Search My Profile Logout

6 Document Upload

7 Pay and Submit

PERSONAL INFORMATION

* Last Name

* Area Code/Phone Number

* Email Address

Mailing Address

Search Address

* Street Address

Suite/Apt Number

* City

* State/Province

* Zip/Postal Code

Back Next Save and Exit

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Instructions

After populating required fields, click **Next**.

Key Points

No key points.

Permit Application - Installation Address

Arizona Department of Housing

Search My Profile Logout

Manufactured Home Installation Permit Application

Delete

Installation Address

* means required fields

* Street Address ¹ State/Province
Arizona

City/Town * Zip/Postal Code
Aguila

County/Borough/Parish
Maricopa County

Space Number Is the property in a flood plain area? ²

Back Next Save and Exit

Instructions

1. Populate the required information
2. Click **Next**

Key Points

No key points.

Permit Application - Unit Information

The screenshot shows the 'Unit Information' section of a permit application. On the left is a vertical navigation menu with steps 1 through 7. Step 3, 'Unit Information', is highlighted. The main content area is titled 'Unit Information' and includes a 'Delete' button in the top right. Below the title, there is a red asterisk indicating required fields. The section is titled 'Mobile Home or Manufactured Home?' and contains a dropdown menu with the question 'Is the Home a Mobile Home or Manufactured Home?'. The dropdown is open, showing two options: 'Mobile Home' (highlighted in green) and 'Manufactured Home'. Below the dropdown are input fields for 'Serial Number', 'Year of Manufacture', and 'Unit Size'. The 'Unit Size' section has two input fields for width and length, separated by an 'X'. At the bottom right are 'Back', 'Next', and 'Save and Exit' buttons.

Instructions

Select the **Type of Home** from the drop-down list.

Key Points

No key points.

Permit Application - Unit Information

Arizona Department of Housing

Search My Profile Logout

Manufactured Home Installation Permit Application

Delete

✓ Owner Information
✓ Installation Address
3 Unit Information
4 Scope of Work & Required Licenses
5 Required Information
6 Document Upload
7 Pay and Submit

Unit Information

* means required fields

Mobile Home or Manufactured Home?

Is the Home a Mobile Home or Manufactured Home? 1

Mobile Home

* Where is the home coming from?

Address mobile home came from 2

Search Address

* Street Address

Suite/Apt Number

* City

* State

* Zip/Postal Code

Instructions

1. Enter where the home is coming from, if you have selected Mobile Home
2. Enter the **Address details**

Key Points

No key points.

Permit Application - Unit Information

Arizona Department of Housing

Search My Profile Logout

Suite/Apt Number

* City

* State

* Zip/Postal Code

* Is a Rehabilitation Permit required by your local jurisdiction above and beyond the requirements set forth by AZ DOH?

* Was this mobile home manufactured before June 15, 1976?

* Unit Manufacturer

* Serial Number ⓘ

* Year of Manufacture

Unit Size

* Unit Size (Width in Feet) X * Unit Size (Length in Feet)

Back Next Save and Exit

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Instructions

Click the **Next** button.

Key Points

No key points.

Permit Application - Scope of Work

The screenshot shows the 'Scope of Work & Required Licenses' section of a permit application. On the left, a navigation menu lists steps 1 through 7, with step 4, 'Scope of Work & Required Licenses', highlighted. The main content area includes a search bar for license numbers, four input fields for license details, and a list of work scope checkboxes. A red box labeled '1' highlights the search bar, and another red box labeled '2' highlights the 'Site Prep / Excavation' and 'Foundation System' sections.

Arizona Department of Housing

Search My Profile Logout

Delete

Manufactured Home Installation Permit Application

- Owner Information
- Installation Address
- Unit Information
- Scope of Work & Required Licenses**
- Required Information
- Document Upload
- Pay and Submit

Scope of Work & Required Licenses

* means required fields

ADOH licensed Installer, Dealer:
ADOH licensed Installer/Dealer is required for each Installation Permit.

Search License by Number

1 Search License by Number

* License Company Name * License Classification

* License Number * Licensee Email Address

Check appropriate boxes below for work scopes to be completed by licensee/contractor. Provide company name, license number and classification of each entity performing work.

2

Site Prep / Excavation

- Pad construction and compaction
- Grading and drainage

Foundation System

- Footings
- Stem Wall
- Retaining wall
- Skirting (Part of Foundation)
- Piers and column supports

Instructions

1. Search for the license by the number and selecting the License Number, related details will auto-populate
2. Select the **Scope of work** from the list

Key Points

No key points.

Permit Application - Scope of Work

Arizona Department of Housing

Search My Profile Logout

Water supply connection and completion
 Drain, Waste, Vent connection and completion
 Sewer connection and completion

Gas
 Section to section completion
 Supply connection and completion

Electric
 Section to section connections
 Supply connection and completion

HVAC (Mechanical)
 Section to section connections
 Connection and completion of external components

Evaporative Cooler
 Connection and completion of external components

Accessories
 Skirting (Not part of Foundation)
 Awning/Carport
 Garage

Porch/deck

2

Add Licensee/Contractor

License Number	License Classification	Company Name	Action
No Licensee(s)/Contractor(s)			

Back Next Save and Exit

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Instructions

1. Connect the license or contractor to the selected Scope of Work
2. Click **Add Licensee/Contractor**, if they are not associated already

Key Points

No key points.

Permit Application - Scope of Work

Arizona Department of Housing

Search My Profile Logout

Water supply connection and completion
Drain, Waste, Vent connection and completion
Sewer connection and completion

Gas
Section to section completion
Supply connection and completion

Electric

Add Licensee/Contractor for Garage

ROC Search

Search License by Number

LA-43717

License Number: LA-43717 License Classification: Installer

Company Name: Savvy Limited Email Address: saumya.singh+emiley@mtxb2b.com

Cancel Add

No Licensee(s)/Contractor(s)

Back Next Save and Exit

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Instructions

1. Search for the license by the number and select the License Number, other details will auto-populate
2. Click **Add**

Key Points

No key points.

Permit Application - Required Information

Arizona Department of Housing

Search My Profile Logout

Owner Information
Installation Address
Unit Information
Scope of Work & Required Licenses
5 Required Information
6 Document Upload
7 Pay and Submit

Required Information

* means required fields

1 Dealer Information
 No Dealer

2 * Is the property in a flood plain area?
No

3 Responsible Party Information

License Number

License Number License Classification

Email Address Name

Permit Purchaser's Information

* First Name: Veronica
* Last Name: Guerra - Homeowner
* Email Address: gmhs7@hotmail.com
* Phone Number

Back **Next** Save and Exit

Instructions

1. Check **No Dealer** if a dealer is not required, If required, fill in the Dealer Information field
2. Answer **Yes or No** to "Is the property in a flood plain area" question
3. Populate the **Responsible Party Information**
4. Click **Next**

Key Points

No key points.

Permit Application - Documents Upload

The screenshot shows the 'Document Upload' section of a permit application. On the left, a sidebar lists steps: Owner Information, Installation Address, Unit Information, Scope of Work & Required Licenses, Required Information, Document Upload (highlighted with a '6'), and Pay and Submit (highlighted with a '7'). The main content area is titled 'Document Upload' and includes a table with three columns: Document Name, Upload Action, and Uploaded Documents. The table lists three permit types: Planning and Zoning Permit, Flood Plain Permit (if applicable), and Tax Clearance Permit (504 County Assessor's Permit) with an asterisk. Each permit type has an 'Upload Files' button. A red box highlights the 'Upload Files' button for the Tax Clearance Permit, with a red '1' next to it. A red '2' is placed below the 'View Files' button in the 'Uploaded Documents' column for the Tax Clearance Permit. At the bottom of the form, there are 'Back', 'Next' (highlighted with a red box), and 'Save and Exit' buttons. A 'Delete' button is located in the top right corner of the application area.

Document Name	Upload Action	Uploaded Documents
Planning and Zoning Permit	<input type="button" value="Upload Files"/>	
Flood Plain Permit (if applicable)	<input type="button" value="Upload Files"/>	
Tax Clearance Permit (504 County Assessor's Permit) *	<input type="button" value="Upload Files"/>	<input type="button" value="View Files"/>

Instructions

1. Click the **Upload Files** button and upload all the required information
2. Click **Next**

Key Points

Documents with * are mandatory.

Permit Application - Documents Upload

Arizona Department of Housing

Search My Profile Logout



Delete

Manufactured Home Installation Permit Application

- ✓ Owner Information
- ✓ Installation Address
- ✓ Unit Information
- ✓ Scope of Work & Required Licenses
- ✓ Required Information
- 6 Document Upload
- 7 Pay and Submit

Document Upload

* means required fields

Document Name	Upload Action	Uploaded Documents
Upload Files		
TEST DOCS.png 214 KB		
1 of 1 file uploaded		
Tax Clearance Permit (504 County Assessor's Permit) *	Upload Files	

Back Next Save and Exit

Instructions

1. Once the file is uploaded click **Done**
2. Click **Next**

Key Points

No key points.

Permit Application – Pay and Submit

Arizona Department of Housing

Search My Profile Logout

Manufactured Home Installation Permit Application

Owner Information
Installation Address
Unit Information
Scope of Work & Required Licenses
Required Information
Document Upload
Pay and Submit

Pay and Submit

Product Description	Quantity	Fee
Mobile/MFG Home	1	\$360.00

Total Fee: \$360.00

Click on Pay button below to make the payment.

Pay

Back Save and Exit

Instructions

1. The Total Fee will be displayed on the screen
2. Click the **Pay button** to be directed to the State of Arizona Checkout Utility page

Key Points

No key points.

Permits - Pay and Submit

The screenshot shows the 'State of Arizona Checkout Utility' interface. At the top, there is a blue header with the state seal and the text 'State of Arizona Checkout Utility' and 'State of Arizona'. Below the header, the form is titled 'CHECKOUT - PAYMENT INFORMATION'. The form is divided into several sections:

- Section 1:** A red box labeled '1' encompasses the entire 'CHECKOUT - PAYMENT INFORMATION' section.
- Section 2:** A red box labeled '2' encompasses the 'Billing Address' fields, including 'Billing Address' (XYZ), 'State' (AZ), 'City' (NM), and 'Zip' (85018).
- Section 3:** A red box labeled '3' encompasses the payment method selection, showing 'Credit Card' selected and 'Electronic Check' unselected.
- Section 4:** A red box labeled '4' encompasses the 'Credit Card Number' (415928222222221), 'Expiration Date' (March 2024), and 'CVV/CSV' (655) fields.
- Section 5:** A red box labeled '5' encompasses the 'Continue' button at the bottom right of the form.

Additional details include logos for Discover, American Express, Mastercard, and Visa, and a warning message: 'Credit Cards issued by a foreign bank or entity are not an acceptable form of payment due to the system's inability to confirm security measures. As an alternative, please use a secured or prepaid Credit Card issued by a US entity or bank.' There are also 'Clear' and 'Cancel' buttons at the bottom left.

Instructions

1. You will be directed to the Payment Information page
2. Populate the **Payment Information**
3. Select the **Card Type** by checking the radio button
4. Provide the **Card Details**
5. Click **Continue**

Key Points

Credit cards issued by a foreign bank or entity are not accepted due to security measures. Use a secured or prepaid credit card issued by a US entity or bank.

Permits - Pay and Submit

State of Arizona Checkout Utility
State of Arizona

Order Review

Please review your order and ensure the information below is correct before proceeding.
If you agree with the information as displayed; please click the "Authorize" button to process the payment.

BILLING INFORMATION

Name:
Prakruthi K

Address:
XYZ, NM, AZ, 85018

Phone:
999-999-9999

Email:
prakruthiemail@gmail.com

[Edit](#)

ACCOUNT INFORMATION

VISA
4*****2221

[Edit](#)

ORDER INFO

Order No	Product ID	Item Description	Amount	Quantity	Total Amount
1466769979	HD026	REHABILITATION PERMIT	\$306.00	1	\$306.00
Total					\$306.00

Instructions

Review the order details.

Key Points

No key points.

Permits - Pay and Submit

XYZ, NM, AZ, 85018

Phone:
999-999-9999

Email:
prakruthiemail@gmail.com

[Edit](#)

ACCOUNT INFORMATION

VISA
4*****2221

[Edit](#)

ORDER INFO

Order No	Product ID	Item Description	Amount	Quantity	Total Amount
1466769979	HD026	REHABILITATION PERMIT	\$306.00	1	\$306.00
Total					\$306.00

Note:

I understand that the following amount will be billed to my credit card. My credit card statement will show the following merchant name(s) and amount(s) for this transaction.

Merchant	Amount
AZ Dept of Housing	\$306.00

The total amount to be billed to your credit card is **\$306.00**.

[Previous](#) [Cancel](#) [Authorize](#)

State of Arizona Checkout Utility
State of Arizona

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Instructions

Scroll down and click **Authorize**.

Key Points

No key points.

Permits - Pay and Submit

State of Arizona Checkout Utility
State of Arizona

Receipt

Thank you for your payment. Your payment was successful.
Do not close this window. Click the "Continue" button to return to the Agency application.

YOUR PAYMENT IS COMPLETE

Payment is complete. Print this receipt for your records.
Your authorization number is **501689**.
Please reference this number in any correspondence regarding your transaction. [Get the Adobe Acrobat Reader](#)

[Download receipt](#) [Continue](#) 1

BILLING INFORMATION

Name:
Prakruthi K

Address:
XYZ, NM, AZ, 85018

Phone:
999-999-9999

Email:
prakruthiemail@gmail.com

ACCOUNT INFORMATION

VISA
4*****2221

Instructions

You will land on receipt page

1. Click **Continue**

Key Points

You can download the receipt by clicking the **Download Receipt button**.

Permit Application – Pay and Submit

Arizona Department of Housing

Search My Profile Logout

Manufactured Home Installation Permit Application

Owner Information
Installation Address
Unit Information
Scope of Work & Required Licenses
Required Information
Document Upload
Pay and Submit

Pay and Submit

Thank you! Your payment was successfully processed.
Click on Submit button below to complete the application.

View Receipt 1

Back Submit 2

Instructions

Once you click **Continue**, you will be redirected to the Application page

1. If you want to view the Receipt, click the **View Receipt button**
2. Click **Submit**

Key Points

No key points.

Permits - Pay and Submit

Arizona Department of Housing

Search Manage Users My Profile Logout

Dashboard

Licenses Permits Inspections Plan Review Certificates Labels Inspections Complaints and Appeals

0 Approved

0 Rejected/Denied

1 Submitted

2 Unsubmitted

0 Under Review

1

2

Toggle
https://azqa-arizonahousing.cs24.force.com/MHD/s/#-6

Instructions

1. From the Dashboard, click on the **Permits tab**
2. The submitted Permit Application can be viewed in the Submitted tile

Key Points

No key points.



Permit Application - Withdraw

Permit Application - Withdraw

The screenshot displays the ADOH web application interface. On the left, a sidebar menu contains several options: Dashboard, Licenses, Permits (highlighted with a red box and a red '1'), Inspections, Plan Review, Certificates and Labels, Complaints and Appeals, Audits, Purchase History, and Acknowledgement. The main content area is titled 'Manage Permit Applications' and includes a sub-header 'Use the Quick links below to Apply for New Permits or Manage Existing Permits.' Below this, there are six quick link cards: 'New Permit Application' (with a red '1' next to it), 'Withdraw Permit Application' (with a red box around the button and a red '2' next to it), 'Request Administrative Changes', 'All Permit(s)', 'All Permit Application(s)', and 'View All Permit(s)'. The 'Withdraw Permit Application' card contains the text: 'Request to withdraw a submitted application that has not been approved.' The 'View All Permit Application(s)' card contains the text: 'View All Permit Application(s)'. At the bottom left of the interface, there is a 'Toggle' button.

Instructions

1. Click on **Permits** from the toggle menu bar
2. Click **Withdraw Permit Application**

Key Points

The application can be withdrawn if it is in the submitted or under review status.

Permit Application - Withdraw

Arizona Department of Housing

Search Manage Users My Profile Logout

Withdraw Permit Application

Application can be filtered by number or type using the fields below.

Please note:
Manufactured Housing and Building Division
A withdrawal application may be requested before an application is approved. Please select the eligible application below.

Application Number: Application Type:

Application Number	Business Name	Application Type	Permit Type	Submitted Date	Action
AZ-0000267	Apex	Permit Application	Manufactured Home Installation Permit	2022-01-28	<input type="button" value="Withdraw Application"/>

Page 1 of 1

Toggle

Instructions

Click **Withdraw Application** to open a pop-up window will appear on the screen.

Key Points

Once the Application is withdrawn, a refund will be initiated. Refund payment records will be created manually and the finance team will handle the refunds separately outside the MHBS application.

Permit Application - Withdraw

Arizona Department of Housing

Search Manage Users My Profile Logout

Dashboard Licenses **Permits** Inspections Plan Review Certificates and Labels Complaints and Appeals Purchase History Acknowledgement

Withdraw Permit Application

Application can be filtered by number or type using the fields below.

Please note:
Manufactured Housing and Building Division
A withdrawal application may be requested before an application is approved. Please select the eligible application below.

Application Number: []

Application Number: [] *Withdrawal Reason: []

AZ-0000267 []

Page 1 of 1

First < > Last

Cancel **Confirm**

Application Number	Date	Action
AZ-0000267	28	Withdraw Application

Instructions

1. Enter the **Withdrawal Reason**
2. Click on **Confirm** to withdraw the application and change the status to "Withdrawn"

Key Points

Permit Admins will receive a message indicating this application was withdrawn.



View All Permit Applications

View All Permit Applications

The screenshot shows the ADOH dashboard for managing permit applications. The left sidebar contains a menu with items: Dashboard, Licenses, Permits (highlighted with a red box and a red '1'), Inspections, Plan Review, Certificates and Labels, Complaints and Appeals, Audits, Purchase History, and Acknowledgement. The main content area is titled 'Manage Permit Applications' and includes a sub-header: 'Use the Quick links below to Apply for New Permits or Manage Existing Permits.' There are five main cards: 'New Permit Application' (with a red '1' and a '+ icon), 'Withdraw Permit Application', 'Request Administrative Changes', 'All Permit(s)', and 'All Permit Application(s)'. The 'View All Permit Application(s)' button in the bottom-right card is highlighted with a red box and a red '2'. At the bottom left of the dashboard is a 'Toggle' button.

Instructions

1. Click **Permits** from the toggle menu bar
2. Click **View All Permit Applications**

Key Points

No key points.

View All Permit Applications

Arizona Department of Housing

Search Manage Users My Profile Logout

Permit Applications Select an Application Status

Application Number	Application Type	Permit Number	Permit Type	Application Status	Action
AZ-0000697	Permit Application		Factory Built Building Installation Permit	Unsubmitted	Resume Permit Application
AZ-0000282	Permit Application		Manufactured Home Installation Permit	Unsubmitted	Resume Permit Application
AZ-0000267	Permit Application		Manufactured Home Installation Permit	Withdrawn	View

Toggle

Instructions

You can view all the applications on this page regardless of their status

1. Click View to view the submitted application
2. Click Resume Permit Application to resume the application

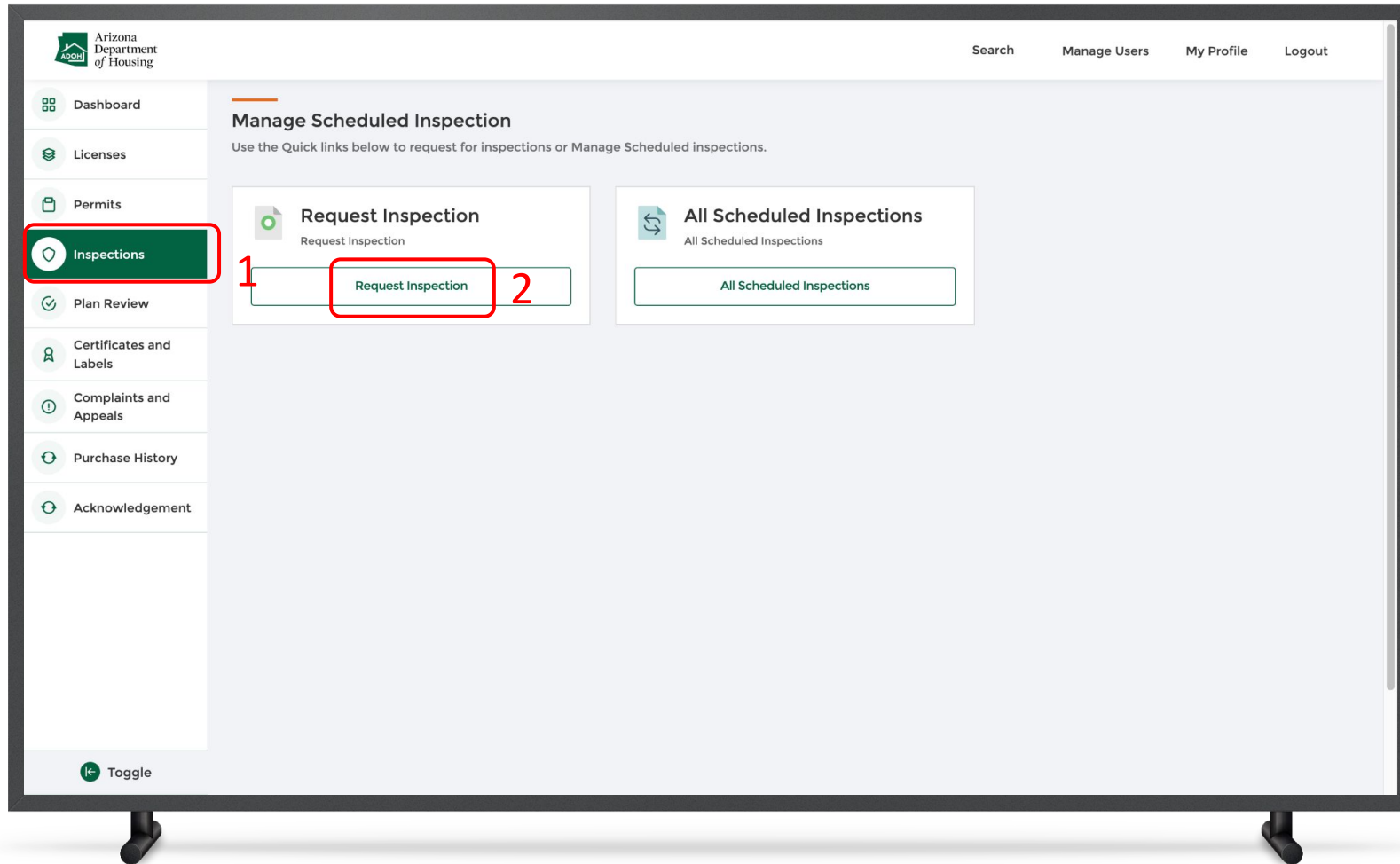
Key Points

No key points.



Request Inspections

Request Inspections



Instructions

1. Click the **Inspections tab**
2. Click **Request Inspection**

Key Points

Inspections are requested on permits.

Request Inspections

Arizona Department of Housing

Search Manage Users My Profile Logout

Request Inspection

*Inspection Type

Select Inspection Type

- In-Plant Inspection
- Installation Inspection

Instructions

Select the **Inspection Type**.

Key Points

If you select In-plant Inspection type, you need to select one of the following Inspection sub-type:

- IPIA
- FBB
- WUI

Request Inspections

Arizona Department of Housing

Search Manage Users My Profile Logout

Request Inspection

*Inspection Type
In-Plant Inspection

1 *Inspection Sub Type
FBB

2 *In-plant Inspection (IPIA/FBB)
Select In Plant Inspection Type Value

- Ongoing Manufacturer Production Monitoring
- Manufacturer Certification
- Certification Update
- Reconstruction

Instructions

1. Select the **Inspection Subtype**
2. Select **In-plant Inspection** from the drop-down

Key Points

If you select IPIA or FBB inspection sub types, you need to select one of the following In plant Inspections:

- Ongoing Manufacturer Production Monitoring
- Manufacturer Certification
- Certification Update
- Reconstruction (only for FBB)

Request Inspections

Arizona Department of Housing

Search Manage Users My Profile Logout

Request Inspection

* Inspection Type
Installation Inspection

* Inspection Sub Type
Select Inspection Sub Type

- Manufactured/Mobile Home
- Factory Built Building
- Special Use
- Mobile Home Rehabilitation
- Factory Built Building Reconstruction

Instructions

No instructions.

Key Points

If you select Installation Inspection type, you need to select one of the following Inspection Sub-Types:

- Manufactured/Mobile Home
- Factory Built Building
- Special Use
- Mobile Home Rehabilitation
- Factory Built Building Reconstruction

Request Inspections

Arizona Department of Housing

Search Manage Users My Profile Logout

Request Inspection

* Inspection Type
Installation Inspection

* Inspection Sub Type
Manufactured/Mobile Home

* Permit
22-0361

Back Next

Instructions

1. Select **Permit** from the search field
2. Click **Next**

Key Points

No key points.

Request Inspections - Scope of work

Arizona Department of Housing

Search Manage Users My Profile Logout

Request Installation Inspection

- 1 Inspection Scope of Work
- 2 Document Upload
- 3 Inspection Date/Time
- 4 Pay

Inspection Scope of Work

Check appropriate boxes below for work scopes to be inspected as part of the installation inspection request.

Site Prep / Excavation

Pad construction and compaction

Back Next Save and Exit

Instructions

1. Check the **scope of work(s) box** to be inspected as part of the installation inspection request
2. Click **Next**

Key Points

No key points.

Request Inspections - Document Upload

Arizona Department of Housing

Search Manage Users My Profile Logout

Request Installation Inspection

- 1 Inspection Scope of Work
- 2 Document Upload
- 3 Inspection Date/Time
- 4 Pay

Document Upload

DOCUMENT NAME	UPLOAD ACTION	UPLOADED DOCUMENTS
Pad construction and compaction *	1 <input type="button" value="Upload Files"/>	<input type="button" value="View Files"/> 2

3

Instructions

1. Click the **Upload Files button** and upload all the required documents
2. Click **View Files** to view the uploaded files
3. Click **Next** to proceed

Key Points

Fields with * are mandatory.

Request Inspections - Inspection Date/Time

Arizona Department of Housing

Search Manage Users My Profile Logout

Request Installation Inspection

- ✓ Inspection Scope of Work
- ✓ Document Upload
- 3** Inspection Date/Time
- 4 Pay

Inspection Date/Time

Note: The inspection date may vary from the date requested. Actual date of inspection will be confirmed with the requester.

*Inspection Date

*Inspection Time

Back **Next** Save and Exit

Instructions

1. Click the **Calendar icon** and select the **Inspection Date**
2. Click the **down arrow** and select the Inspection Time (You will find Morning and Afternoon options)
3. Click **Next**

Key Points

Inspections can only be scheduled for the weekdays. Please select a date from Monday-Friday to continue the request for inspection.

Request Inspections - Pay

The screenshot shows the ADOH web application interface. At the top left is the ADOH logo and the text 'Arizona Department of Housing'. To the right are navigation links: 'Search', 'Manage Users', 'My Profile', and 'Logout'. The main heading is 'Request Installation Inspection'. On the left is a sidebar with four steps: 'Inspection Scope of Work', 'Document Upload', 'Inspection Date/Time', and 'Pay'. The 'Pay' step is currently active. The main content area is titled 'Pay' and contains the text: 'A payment is not required for this request. Please click on "Submit" button to submit the application.' At the bottom right of this area are two buttons: 'Save and Exit' and 'Submit'. The 'Submit' button is highlighted with a red circle.

Instructions

Click **Submit** as payment is not required for this request.

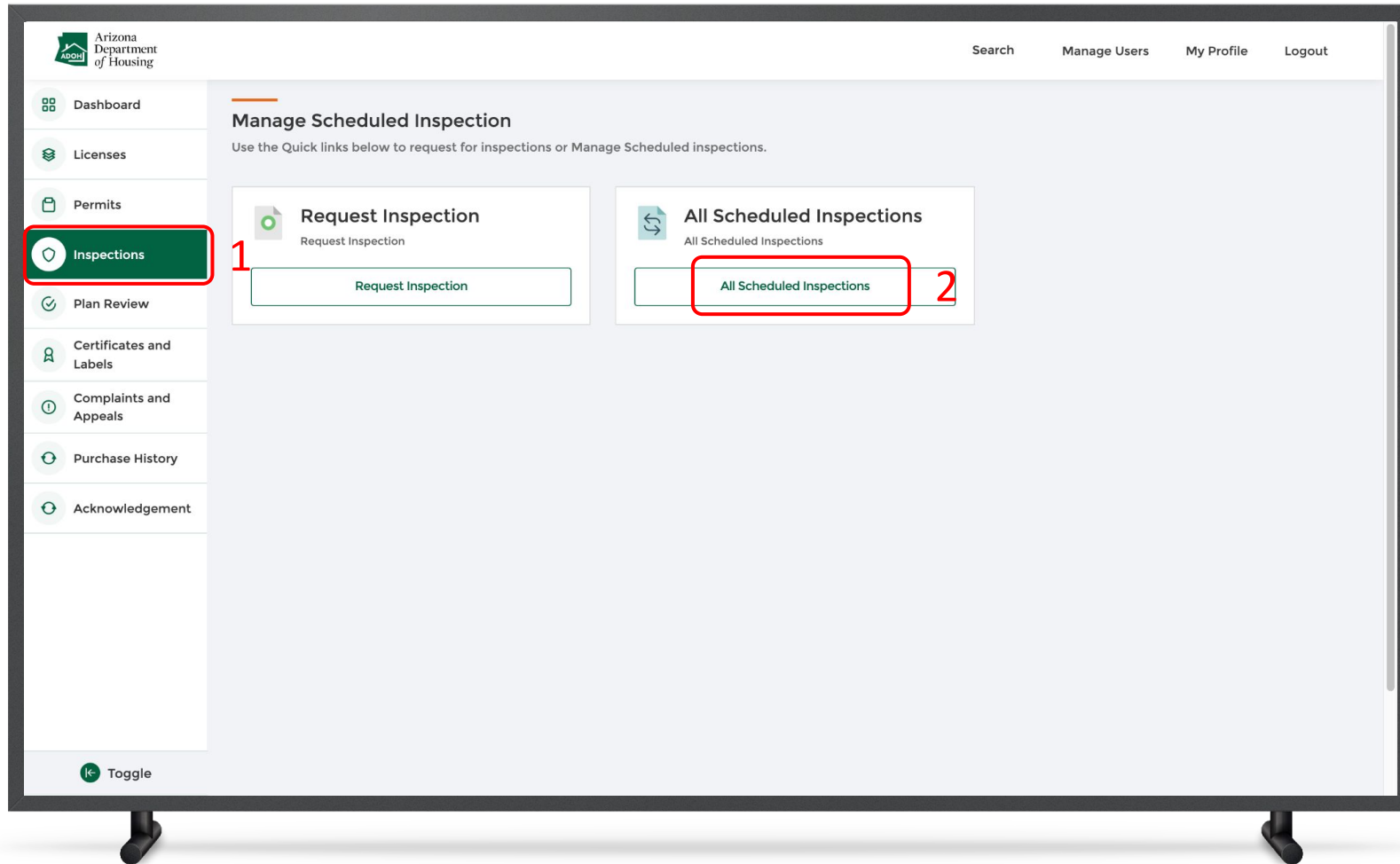
Key Points

No key points.



Scheduled Inspections

Scheduled Inspections



Instructions

1. Click the **Inspections tab**
2. Click **All Scheduled Inspections**

Key Points



Inspections are requested on permits.

Scheduled Inspections

Arizona Department of Housing

Search Manage Users My Profile Logout

All Inspections All

Inspection Number	Inspection	Inspection Sub Type	Status	Action	Details
00001809	Installation Inspection	Manufactured/Mobile Home	Unsubmitted	Edit	
00001808	Installation Inspection	Manufactured/Mobile Home	New	View Cancel	

Toggle

Instructions

You will find all the scheduled inspections in this page

1. Click the **details icon** to view inspection details

Key Points

You can edit unsubmitted inspections.

Scheduled Inspections

The screenshot shows the ADOH web application interface. On the left is a navigation menu with items like Dashboard, Licenses, Permits, Inspections, Plan Review, etc. The main area displays a table of inspections. A pop-up window titled 'Inspection Details' is open for inspection 00001808. The table in the pop-up has the following data:

Inspection Number	Permit	Requested Date	Requested Time	Scheduled Date	Scheduled Time
00001808	22-1043	2/14/2022	Morning	1	

Red annotations include a box around the 'Scheduled Date' field (labeled '1'), a box around the 'Close' button (labeled '2'), and a box around the 'X' icon in the top right of the pop-up (labeled '2').

Instructions

1. You can find the Inspection Number, Permit number, Requested Date and Time on the Inspection Details pop-up
2. Click the **Close button** or **X** to close the pop-up

Key Points

No key points.



Cancel Inspections

Cancel Inspections

The screenshot shows the ADOH web application interface. On the left is a navigation sidebar with menu items: Dashboard, Licenses, Permits, Inspections, Plan Review, Certificates and Labels, Complaints and Appeals, Purchase History, and Acknowledgement. The main content area is titled 'All Inspections' and features a table with the following data:

Inspection Number	Inspection	Inspection Sub Type	Status	Action	Details
00001809	Installation Inspection	Manufactured/Mobile Home	Unsubmitted	Edit	
00001808	Installation Inspection	Manufactured/Mobile Home	New	View Cancel	

The 'Cancel' button in the 'Action' column for the inspection with ID 00001808 is highlighted with a red rectangular box. At the top right of the application, there are links for 'Search', 'Manage Users', 'My Profile', and 'Logout'. A 'Toggle' button is located at the bottom left of the main content area.

Instructions

Click the **Cancel button** to cancel the scheduled inspection.

Key Points

You can cancel the inspection request before the day of inspection until 5pm. After 5pm, the cancel button will be disabled.

Cancel Inspections

The screenshot displays the ADOH web application interface. On the left is a navigation sidebar with menu items: Dashboard, Licenses, Permits, Inspections, Plan Review, Certificates and Labels, Complaints and Appeals, Purchase History, and Acknowledgement. The main content area is titled "All Inspections" and contains a table with the following data:

Inspection Number	Inspection	Inspection Sub Type	Status	Action	Details
00001809	Installation Inspection	Manufactured/Mobile Home	Unsubmitted	Edit	
00001808	Installation Inspection	Manufactured/Mobile Home	New	View Cancel	

A "Confirmation" pop-up dialog is overlaid on the table, asking "Are you sure you want to cancel this inspection request?". It features two buttons: "Cancel" and "Confirm". The "Confirm" button is highlighted with a red rectangular box.

Instructions

A confirmation pop-up will appear on the screen to confirm the inspection cancellation.

Key Points

No key points.



Plan Review Application

Plan Review Application

Arizona Department of Housing

Search Manage Users My Profile Logout

Dashboard Licenses Permits Inspections **Plan Review** Certificates and Labels Complaints and Appeals Audits Purchase History Acknowledgement

Manage Applications

Use the Quicklinks below to Apply for New Applications or Manage Existing Plan Review Applications.

New Application
Click on New Application below to Apply. Complete the Application to the best of your ability for Approval.

New Application

All Plan Review(s) Applications
View All Plan Review(s) Applications.

View All Plan Review(s) Applications

Withdraw/Cancel Application
Request to withdraw a submitted application that has not been approved.

Withdraw Application

All Plans
View All Plans.

View All Plans

Toggle

Instructions

1. Click **Plan Review** from the toggle menu bar
2. Click **New Application**

Key Points

No key points.

133

Plan Review Application

Arizona Department of Housing

Search Manage Users My Profile Logout

New Plan Review Application

• License Type

Installer/Dealer

✓ Installer/Dealer

Manufacturer

Select Plan Option

Back Next

Instructions

Select the **License Type** from the drop-down list.

Key Points

No key points.

Plan Review Application

Arizona Department of Housing

Search Manage Users My Profile Logout

New Plan Review Application

• License Type
Installer/Dealer

• Applicant Type
Installer

✓ Installer
Dealer

Back Next

Instructions

Select the Application Type

Key Points

- If you select installer or contractor, you are required to select a **Plan Type** and select or enter the **license number**
- You only need to select a **Plan Type** if you select dealer

Plan Review Application

Arizona Department of Housing

Search Manage Users My Profile Logout

New Plan Review Application

* License Type
Installer/Dealer

* Applicant Type
Installer

* License Number

- LA-35543
- LA-64685
- LA-55301
- LA-64624
- LA-43717

Licensee Company Name

* Plan Type
Select Plan Option

Back Next

Instructions

Installer will have the ability to search for the license from the drop-down list.

Key Points

No key points.

Plan Review Application

Arizona Department of Housing

Search Manage Users My Profile Logout

New Plan Review Application

• License Type
Installer/Dealer

• Applicant Type
Dealer

• Plan Type
Select Plan Option

- Accessory Structure
- Flood Plain
- Installation of a Factory Built Building
- Supplemental Plan

Instructions

If the applicant type is **Dealer**, select the **Plan Type** from the drop-down list.



Key Points

- If you select **Accessory Structure**, you need to enter the Accessory Structure subtype
- If you select **Supplement Plan**, you need to enter plan approval number
- If you select **Flood Plain**, you will not see any nested fields

Plan Review Application

Arizona Department of Housing

Search Manage Users My Profile Logout

• License Type
Installer/Dealer

• Applicant Type
Installer

• License Number
LA-35543

Licensee Company Name
MTX IND

• Plan Type
Installation of a Factory Built Building

• Select Occupancy Type
Select Occupancy Type

IBC Coded Occupancy Types

IRC Coded Occupancy Types

• Square Footage

• Utilities
 Water
 Sewer
 Electric
 Gas

• Number of Modules

Back Next

Privacy Policy

Instructions

If you select the Plan Type as **Installation of a Factory Built Building**, you have to populate all the nested fields that appear.



Key Points

No key points.

Plan Review Application

Arizona Department of Housing

Search Manage Users My Profile Logout

New Plan Review Application

• License Type
Installer/Dealer

• Applicant Type
Dealer

• Plan Type
Installation of a Factory Built Building

• Select Occupancy Type
IBC Coded Occupancy Types

1

- A-Assembly
- B-Business
- E-Educational
- F-Factory
- H-High hazard
- I-Institutional
- M-Mercantile
- R-Residential
- S-Storage
- U-Utility

2

• Building Size

• Square Footage

• Utilities

- Water
- Sewer
- Electric
- Gas

• Number of Modules

Instructions

If you select **IBC Coded Occupancy Type**, check all the applicable options.

Key Points

- There are two types of Occupancy Types:
 1. IBC Coded Occupancy Type
 2. IRC Coded Occupancy Type
- If you select **E- Educational**, you need to choose the educational type as private or public
- If you select **Others**, you need to the other IBC type

Plan Review Application

The screenshot shows the Arizona Department of Housing (ADOH) Plan Review Application interface. The form includes the following fields:

- License Type:** Installer/Dealer
- Applicant Type:** Installer
- License Number:** LA-35543
- Licensee Company Name:** MTX IND
- Plan Type:** Installation of a Factory Built Building
- Select Occupancy Type:** IRC Coded Occupancy Types
- Select IRC Type:** A dropdown menu with options: Single-family dwelling, Two family dwelling, and Townhouse. This menu is highlighted with a red box.
- Utilities:** Water, Sewer, Electric, Gas (all unchecked)
- Number of Modules:** (empty field)

Navigation buttons: Back, Next

Instructions

If you select **IRC Coded Occupancy Type**, you need to select the **IRC type** from the drop-down list



Key Points

No key points.

Plan Review Application

The screenshot shows the Arizona Department of Housing Plan Review Application form. The form includes the following fields and options:

- Applicant Type: Installer
- License Number: LA-35543
- Licensee Company Name: MTX IND
- Plan Type: Installation of a Factory Built Building
- Select Occupancy Type: IRC Coded Occupancy Types
- Select IRC Type: Single-family dwelling
- Building Size: 2
- Square Footage: 1234
- Utilities: Water, Sewer, Electric
- Number of Modules: 1
- Insignia/Certificate Number: 12345

Numbered callouts (1-5) highlight the following elements:

- Building Size field
- Utilities section
- Number of Modules field
- Insignia/Certificate Number field
- Next button

Instructions

1. Populate the **Building Size and Square Footage**
2. Check required **Utilities**
3. Enter the **Number of Modules**
4. Enter the **Insignia or Certificate Numbers**
5. Click **Next**

Key Points

The number of modules entered will determine the number of Insignia Number fields to be populated.

Plan Review Application

The screenshot shows the 'Plan Review Application' interface for the Arizona Department of Housing (ADOH). The page has a top navigation bar with 'Search', 'Manage Users', 'My Profile', and 'Logout'. A sidebar on the left contains a progress indicator with four steps: 1. Identification and Address Information (highlighted), 2. Installation Site Address, 3. Document Upload, and 4. Pay and Submit. The main content area is titled 'Identification and Address Information' and contains the following sections:

- Applicant Information**: Includes a 'Search Contact' field with a dropdown arrow. Below it is a text instruction: 'Please ensure to put in the complete name, year of birth and zip code for searching an approved contact from the system.' This is followed by input fields for 'Full Name', 'Date of Birth', and 'Zip Code', each with a clear button. A green 'Search Contact' button is positioned below these fields.
- Applicant Details**: A grid of input fields for 'Applicant First Name', 'Applicant Middle Name', 'Applicant Last Name', and 'Applicant Phone Number'. Below this is a single input field for 'Applicant Email Address'.
- Mailing Address**: A section with a 'Search Address' input field and a magnifying glass icon. Below it are input fields for 'Street Address' and 'Suite/Apt Number'.

Instructions

Populate all the required fields and scroll down

Key Points

No key points.

Plan Review Application

Arizona Department of Housing

Search Manage Users My Profile Logout

Please fill in this field.

85018

Search Contact

Applicant First Name: Prakruthi Applicant Middle Name: [Empty]

Applicant Last Name: K Applicant Phone Number: (099) 999-9988

Applicant Email Address: prakruthiemail@gmail.com

Mailing Address

Search Address: [Empty]

Street Address: XYZ Suite/Apt Number: [Empty]

City: NM State/Province: [Empty]

Zip/Postal Code: [Empty] Country: United States

1 Contact Information

Same as Applicant

2 Next Save and Exit

Instructions

1. Check the box if the contact information is the **Same as Applicant**
2. Click **Next**

Key Points

No key points.

Plan Review Application

The screenshot shows a web application interface for the Arizona Department of Housing (ADOH). The page title is "Plan Review Application". On the left, a navigation menu lists four steps: 1. Identification and Address Information (checked), 2. Installation Site Address (highlighted), 3. Document Upload, and 4. Pay and Submit. The main content area is titled "Installation Site Address" and contains several input fields: "Search Address" (with a magnifying glass icon), "Street Address" (containing "XYZ"), "Suite/Apt Number" (empty), "City" (containing "NM"), "State/Province" (a dropdown menu showing "Arizona"), and "Zip/Postal Code" (containing "85018"). At the bottom right of the form are three buttons: "Back", "Next", and "Save and Exit". A red square highlights the "Next" button.

Instructions

1. Provide an **Installation Site Address**
2. Click **Next**

Key Points

No key points.

Plan Review Application

Arizona Department of Housing

Search Manage Users My Profile Logout

Plan Review Application

- ✓ Identification and Address Information
- ✓ Installation Site Address
- 3 Document Upload**
- 4 Pay and Submit

Document Upload

Document Name	Upload Action	Uploaded Documents
Planning and Zoning Documents *	<input type="button" value="Upload Files"/> 1	<input type="button" value="View Files"/>
Flood Plain - Provide a Site Plan	<input type="button" value="Upload Files"/>	
Flood Plain - Provide Copy Of Flood Plain Use Permit from your Local Jurisdiction	<input type="button" value="Upload Files"/>	
Plans and calculations *	<input type="button" value="Upload Files"/>	<input type="button" value="View Files"/>
Other documents	<input type="button" value="Upload Files"/>	

Back 2 Save and Exit

Instructions

1. Upload required documents by clicking the **Upload Files button**
2. Click Next

Key Points

Flood plan references would not be required if the unit installation is not in a flood prone area.

Plan Review Application

Arizona Department of Housing

Search Manage Users My Profile Logout

Plan Review Application

- ✓ Identification and Address Information
- ✓ Installation Site Address
- ✓ Document Upload
- 4 Pay and Submit

Pay and Submit

Product Description	Quantity	Fee
INCLUDES ONE HOUR OF PLAN REVIEW	1	\$175.00

Total Fee: \$175.00 1

Click on Pay button below to make the payment.

Pay 2

Back Save and Exit

Instructions

1. The Total Fee will be displayed on the screen
2. Click the **Pay button** to be directed to the State of Arizona Checkout Utility page

Key Points

No key points.

Plan Review Application

State of Arizona Checkout Utility
State of Arizona

Payment Information 1

CHECKOUT - PAYMENT INFORMATION

*First Name: Prakruthi
*Last Name: K
*Billing Address: XYZ 2
*City: NM
*State: AZ
*Zip: 85018
*Email: prakruthiemail@gmail.com
*Phone Number: 999-999-9999

Credit Card 3
 Electronic Check

Discover American Express Mastercard VISA

Credit Cards issued by a foreign bank or entity are not an acceptable form of payment due to the system's inability to confirm security measures. As an alternative, please use a secured or prepaid Credit Card issued by a US entity or bank.

*Credit Card Number: 4159282222222221 4
*Expiration Date: March 2024
*CVV/CSV: 655

Clear Cancel Continue 5

Instructions

1. You will be directed to Payment Information page
2. Populate the **Payment Information**
3. Select the **Card Type**
4. Provide the **Card Details**
5. Click **Continue**

Key Points

Credit card issued by a foreign bank or entity are not accepted due to security measures. Use a secured or prepaid credit card issued by a US entity or bank.

Plan Review Application

State of Arizona Checkout Utility
State of Arizona

Order Review

Please review your order and ensure the information below is correct before proceeding.
If you agree with the information as displayed; please click the "Authorize" button to process the payment.

BILLING INFORMATION

Name:
Prakruthi K

Address:
XYZ, NM, AZ, 85018

Phone:
999-999-9999

Email:
prakruthiemail@gmail.com

ACCOUNT INFORMATION

VISA
4*****2221

ORDER INFO

Order No	Product ID	Item Description	Amount	Quantity	Total Amount
1466769979	HD026	REHABILITATION PERMIT	\$306.00	1	\$306.00
Total					\$306.00

Instructions

Review the order details.

Key Points

No key points.

Plan Review Application

XYZ, NM, AZ, 85018

Phone:
999-999-9999

Email:
prakruthiemail@gmail.com

[Edit](#)

ACCOUNT INFORMATION

VISA
4*****2221

[Edit](#)

ORDER INFO

Order No	Product ID	Item Description	Amount	Quantity	Total Amount
1466769979	HD026	REHABILITATION PERMIT	\$306.00	1	\$306.00
Total					\$306.00

Note:

I understand that the following amount will be billed to my credit card. My credit card statement will show the following merchant name(s) and amount(s) for this transaction.

Merchant	Amount
AZ Dept of Housing	\$306.00

The total amount to be billed to your credit card is **\$306.00**.

[Previous](#) [Cancel](#) [Authorize](#)

State of Arizona Checkout Utility
State of Arizona

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Instructions

Scroll down and click **Authorize**.

Key Points

No key points.

Plan Review Application

State of Arizona Checkout Utility
State of Arizona

Receipt

Thank you for your payment. Your payment was successful.
Do not close this window. Click the "Continue" button to return to the Agency application.

YOUR PAYMENT IS COMPLETE

Payment is complete. Print this receipt for your records.
Your authorization number is **501689**.
Please reference this number in any correspondence regarding your transaction. [Get the Adobe Acrobat Reader](#)

[Download receipt](#) [Continue](#)

BILLING INFORMATION

Name:
Prakruthi K

Address:
XYZ, NM, AZ, 85018

Phone:
999-999-9999

Email:
prakruthiemail@gmail.com

ACCOUNT INFORMATION

VISA
4*****2221

Instructions

You will land on receipt page

1. Click **Continue**

Key Points

You can download the receipt by clicking the **Download Receipt button**.

Plan Review Application

Arizona Department of Housing

Search Manage Users My Profile Logout

Plan Review Application

- ✓ Identification and Address Information
- ✓ Installation Site Address
- ✓ Document Upload
- 4 Pay and Submit

Pay and Submit

Thank you! Your payment was successfully processed.
Click on Submit button below to complete the application.

[View Receipt](#) 1

[Submit](#) 2

[Back](#)

Instructions

You will be redirected to Pay and Submit page

1. Click **View Receipt** to view the receipt
2. Click **Submit**

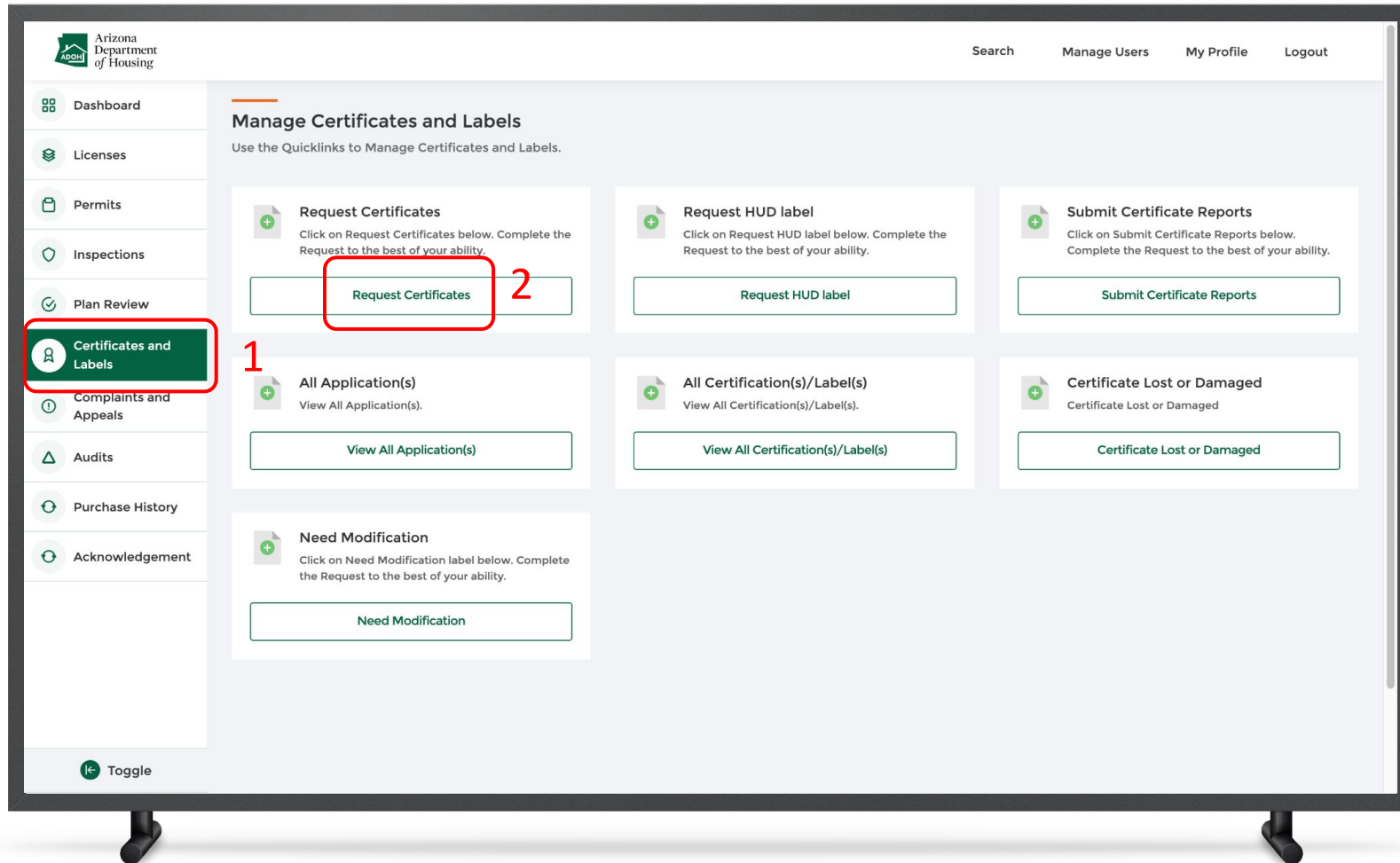
Key Points

No key points.



Certificates & Labels - Order Request

Certificate Order Request



Instructions

1. Click Certificates and Labels tab from the toggle menu bar
2. Click Request Certificates button

Key Points

No key points.

Certificate Order Request

Arizona Department of Housing

Search Manage Users My Profile Logout

Certificate Order Request

Please provide the license number in the field below

* means required fields

* License

1 LA-64685

Back Next 2

Instructions

1. Select License from the drop-down list
2. Click Next

Key Points

All the Licenses that are related to this particular account will be displayed in the drop-down list

Certificate Order Request

The screenshot shows a web application interface for a 'Certificate Order Request'. At the top left is the Arizona Department of Housing logo. The top right has navigation links: Search, Manage Users, My Profile, and Logout. The main heading is 'Certificate Order Request'. On the left is a vertical sidebar with three steps: 1. Identification Information (highlighted), 2. Order Information, and 3. Pay and Submit. The main content area is titled 'Identification Information' and includes a red asterisk note: '* means required fields'. The form fields are as follows:

Company Name	Mhbdd
Business Address	
Street Address	Meadow Lane
Country	United States
State/Province	Alabama
County/Borough/Parish	Autauga County
Zip/Postal Code	67337
City	Coffeyville
Classification	I-10C
Qualifying Party	William Port Port

Instructions

Review all the pre-populated details.

Key Points

The details in this section are pre-populated, however, phone and email fields are editable.

Certificate Order Request

Arizona Department of Housing

Search Manage Users My Profile Logout

Street Address
Meadow Lane

Country
United States

State/Province
Alabama

County/Borough/Parish
Autauga County

Zip/Postal Code
67337

City
Coffeyville

Classification
I-10C

Qualifying Party
William Port Port

1 Phone

Email
david.marko@azhousing.gov

2 Mailing Preference

- Mail
- Pick up
- FedEx
- UPS

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Instructions

1. Edit Phone and/or Email fields, if required
2. Select **Mailing Preferences**
3. **Click Next**

Key Points

If you select **Pick up**, you do not need to add any details.

Certificate Order Request

Arizona Department of Housing

Search Manage Users My Profile Logout

I-10C

Qualifying Party
William Port Port

Phone

Email
david.marko@azhousing.gov

Mailing Preference
Mail

1 Add Mailing Address

2 Same as Business Address

Search Address

* Street Address Suite/Apt Number

* City * Zip/Postal Code

* Country

3 Next Save and Exit

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Instructions

1. If you select **Mail** in the Mailing Preference field, you have to enter mailing details
2. Check the **Same as Mailing Address** box if the mailing address is same as the pre-populated mailing address
3. Click **Next**

Key Points

1. If you want the certificates to be mailed, you have to pick either **FedEx or UPS**
2. If you select Fedex or UPS, you need to provide **Fedex or UPS Account Number**

Certificate Order Request

Arizona Department of Housing

Search Manage Users My Profile Logout

Certificate Order Request

✓ Identification Information

2 Order Information

3 Pay and Submit

Order Information

* means required fields

* Certification Types

- Installation Certificate - Residential Use
- Installation Certificate - FBB Commercial Use

Back Next Save and Exit

Instructions

Select the **Certification Type**.

Key Points

Certification types available are based on the license selected at the time of creating the application.

Certificate Order Request

Arizona Department of Housing

Search Manage Users My Profile Logout

Certificate Order Request

✓ Identification Information

2 Order Information

3 Pay and Submit

Order Information

* means required fields

* Certification Types
Installation Certificate - Residential Use

* Quantity
2

Back Next Save and Exit

Instructions

1. Select the **Quantity**
2. Click **Next**

Key Points

No key point.

Certificate Order Request

Arizona Department of Housing

Search Manage Users My Profile Logout

Certificate Order Request

- ✓ Identification Information
- ✓ Order Information
- 3 Pay and Submit

Pay and Submit

* means required fields

Product Description	Quantity	Fee
CERTIFICATE - INSTALL	2	\$10.00

1 Total Fee: \$20.00

Click on Pay button below to make the payment.

2

Instructions

1. The Total Fee will be displayed on the screen
2. Click the **Pay button** to be directed to State of Arizona Checkout Utility page

Key Points

No key points.

Certificate Order Request

The screenshot shows the 'State of Arizona Checkout Utility' interface. At the top, there is a blue header with the state seal and the text 'State of Arizona Checkout Utility' and 'State of Arizona'. Below the header, the form is titled 'CHECKOUT - PAYMENT INFORMATION'. The form contains several input fields: 'First Name' (Prakruthi), 'Last Name' (K), 'Billing Address' (XYZ), 'City' (NM), 'State' (AZ), 'Zip' (85018), and 'Email' (prakruthiemail@gmail.com). Below these fields, there are two radio buttons: 'Credit Card' (selected) and 'Electronic Check'. Under the 'Credit Card' option, there are logos for Discover, American Express, Mastercard, and Visa. A warning message states: 'Credit Cards issued by a foreign bank or entity are not an acceptable form of payment due to the system's inability to confirm security measures. As an alternative, please use a secured or prepaid Credit Card issued by a US entity or bank.' Below this, there are fields for 'Credit Card Number' (4159282222222221), 'Expiration Date' (March 2024), and 'CVV/CSV' (655). At the bottom of the form, there are 'Clear', 'Cancel', and 'Continue' buttons. Red callouts with numbers 1 through 5 highlight specific parts of the form: 1 points to the 'Payment Information' title, 2 points to the billing address field, 3 points to the 'Credit Card' radio button, 4 points to the credit card number field, and 5 points to the 'Continue' button.

Instructions

1. You will be directed to Payment Information page
2. Populate the **payment information**
3. Select the **Card Type**
4. Provide the **Card Details**
5. Click **Continue**

Key Points

Credit card issued by a foreign bank or entity are not accepted due to security measures. Use secured or prepaid credit cards issued by a U.S. entity or bank.

Certificate Order Request

State of Arizona Checkout Utility
State of Arizona

Order Review

Please review your order and ensure the information below is correct before proceeding.
If you agree with the information as displayed; please click the "Authorize" button to process the payment.

BILLING INFORMATION

Name:
Prakruthi K

Address:
XYZ, NM, AZ, 85018

Phone:
999-999-9999

Email:
prakruthiemail@gmail.com

[Edit](#)

ACCOUNT INFORMATION

VISA
4*****2221

[Edit](#)

ORDER INFO

Order No	Product ID	Item Description	Amount	Quantity	Total Amount
1466769979	HD026	REHABILITATION PERMIT	\$306.00	1	\$306.00
Total					\$306.00

Instructions

Review the order details.

Key Points

No key points.

Certificate Order Request

XYZ, NM, AZ, 85018

Phone:
999-999-9999

Email:
prakruthiemail@gmail.com

[Edit](#)

ACCOUNT INFORMATION

VISA
4*****2221

[Edit](#)

ORDER INFO

Order No	Product ID	Item Description	Amount	Quantity	Total Amount
1466769979	HD026	REHABILITATION PERMIT	\$306.00	1	\$306.00
Total					\$306.00

Note:

I understand that the following amount will be billed to my credit card. My credit card statement will show the following merchant name(s) and amount(s) for this transaction.

Merchant	Amount
AZ Dept of Housing	\$306.00

The total amount to be billed to your credit card is **\$306.00**.

[Previous](#) [Cancel](#) [Authorize](#)

State of Arizona Checkout Utility
State of Arizona

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Instructions

Scroll down and click **Authorize**.

Key Points

No key points.

Certificate Order Request

State of Arizona Checkout Utility
State of Arizona

Receipt

Thank you for your payment. Your payment was successful.
Do not close this window. Click the "Continue" button to return to the Agency application.

YOUR PAYMENT IS COMPLETE

Payment is complete. Print this receipt for your records.
Your authorization number is **501689**.
Please reference this number in any correspondence regarding your transaction. [Get the Adobe Acrobat Reader](#)

[Download receipt](#) [Continue](#)

BILLING INFORMATION

Name:
Prakruthi K

Address:
XYZ, NM, AZ, 85018

Phone:
999-999-9999

Email:
prakruthiemail@gmail.com

ACCOUNT INFORMATION

VISA
4*****2221

Instructions

You will land on receipt page

1. Click **Continue**

Key Points

You can download the receipt by clicking the **Download Receipt button**.

Certificate Order Request

Arizona Department of Housing

Search Manage Users My Profile Logout

Certificate Order Request

✓ Identification Information
✓ Order Information
3 Pay and Submit

Pay and Submit

* means required fields

Thank you! Click on Submit to successfully Submit the application.

View Receipt 1

Save and Exit Submit 2

Instructions

You will be redirected to Pay and Submit page

1. Click View Receipt to view the Receipt
2. Click Submit



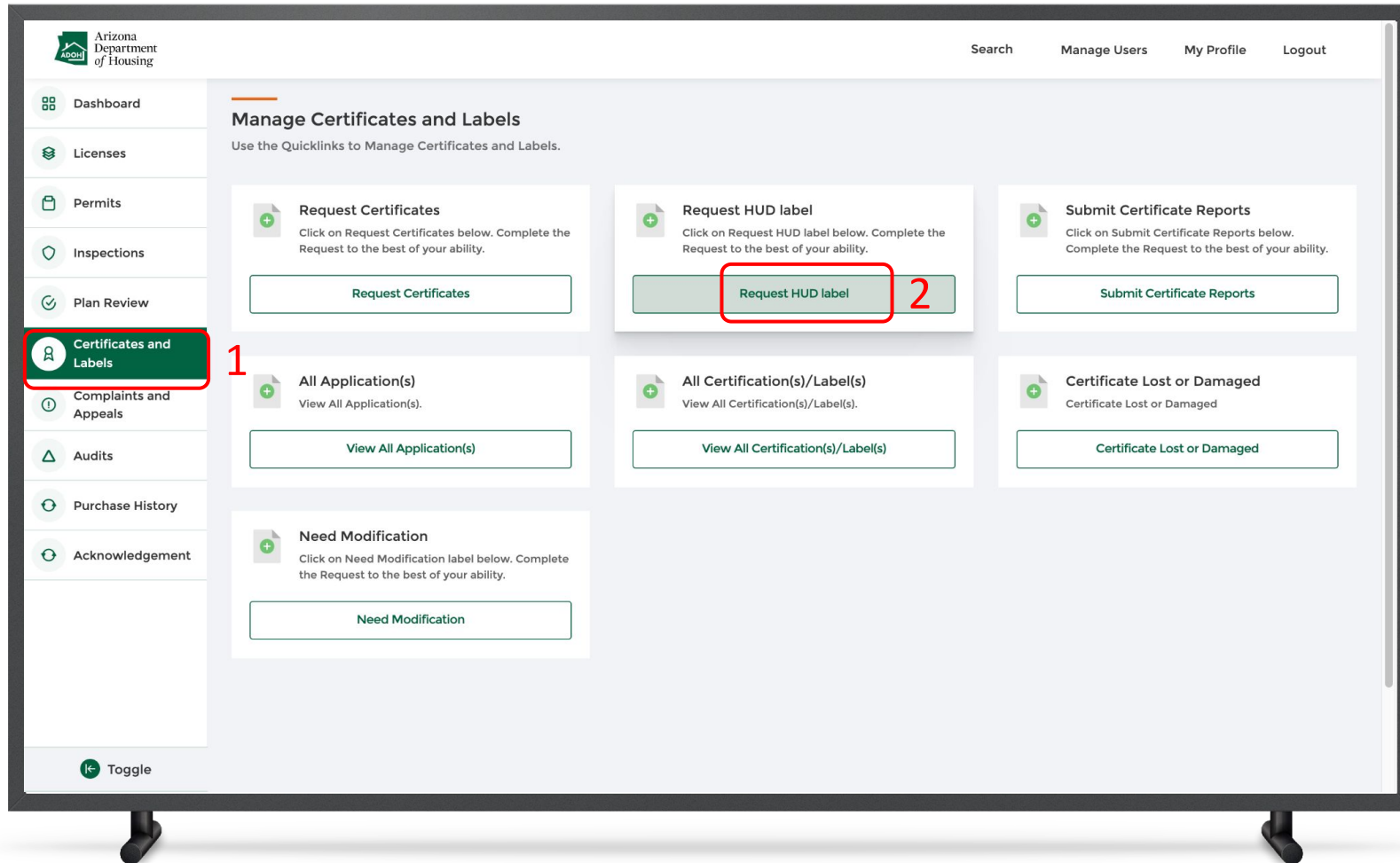
Key Points

- Once you submit the application, you will receive a notification email from MHBD notifying that the application request is received
- Apart from the notification email, you will also receive a payment confirmation email with Payment Receipt attached



Certificates & Labels - HUD Label

Request HUD Label



Instructions

1. Click the **Certificates and Labels tab** on toggle menu bar
2. Click **Request HUD Label**

Key Points

Only licensed manufacturers can request HUD labels.

Request HUD Label

Arizona Department of Housing

Search Manage Users My Profile Logout

HUD Label Request

IBTS Plant Code

ABS

Back Next

Instructions

1. Enter the **IBTS Plant Code**
2. Click **Next**

Key Points

- The system will show an error message and will not allow you to proceed further if the IBTS Code is incorrect
- IBTS Code should be updated on the account

Request HUD Label

Arizona Department of Housing

Search Manage Users My Profile Logout

New HUD Label Application

- 1 Details
- 2 Document Upload
- 3 Pay and Submit

1

2

3

Next Save and Exit

Instructions

1. Search for the **License Number** in the search field
2. Enter the **Quantity of Labels**
3. Click **Next**



Key Points

Only the manufacturer license associated with this account will be displayed.

Request HUD Label

Arizona Department of Housing

Search Manage Users My Profile Logout

New HUD Label Application

✓ Details
2 Document Upload
3 Pay and Submit

Document Upload

* means required fields

Document Name	Upload Action	Uploaded Documents
HUD 301 Form *	1 <input type="button" value="Upload Files"/>	<input type="button" value="View Files"/> 2
Pay.gov receipt *	<input type="button" value="Upload Files"/>	<input type="button" value="View Files"/>

3

Instructions

1. Click the **Upload Files button** and upload required documents
2. Click **Generate Document**, if you wish to generate the document
3. Click **Next**

Key Points

No key points.

Request HUD Label

Arizona Department of Housing

Search Manage Users My Profile Logout

New HUD Label Application

- Details
- Document Upload
- 3 Pay and Submit

Pay and Submit

* means required fields

Product Description	Quantity	Fee
HUD Labels	2	\$85.00

Total Fee: \$170.00 1

Click on Pay button below to make the payment.

Pay 2

Back Save and Exit Back To Home

Instructions

1. The Total Fee will be displayed on the screen
2. Click the **Pay button** to be directed to the State of Arizona Checkout Utility page

Key Points

No key points.

Request HUD Label

State of Arizona Checkout Utility
State of Arizona

Payment Information 1

CHECKOUT - PAYMENT INFORMATION

*First Name: Prakruthi
*Last Name: K
*Billing Address: XYZ 2
*City: NM
*State: AZ
*Zip: 85018
*Email: prakruthiemail@gmail.com
*Phone Number: 999-999-9999

Credit Card 3
 Electronic Check

Credit Cards issued by a foreign bank or entity are not an acceptable form of payment due to the system's inability to confirm security measures. As an alternative, please use a secured or prepaid Credit Card issued by a US entity or bank.

*Credit Card Number: 4159282222222221 4
*Expiration Date: March 2024
*CVV/CSV: 655

Clear Cancel Continue 5

Instructions

1. You will be directed to the Payment Information page
2. Populate the **payment information**
3. Select the **Card Type** by checking the radio button
4. Provide the **Card Details**
5. Click **Continue**

Key Points

Credit card issued by a foreign bank or entity are not accepted due to security measures. Use secured or prepaid credit card issued by a US entity or bank

Request HUD Label

State of Arizona Checkout Utility
State of Arizona

Order Review

Please review your order and ensure the information below is correct before proceeding.
If you agree with the information as displayed; please click the "Authorize" button to process the payment.

BILLING INFORMATION

Name:
Prakruthi K

Address:
XYZ, NM, AZ, 85018

Phone:
999-999-9999

Email:
prakruthiemail@gmail.com

[Edit](#)

ACCOUNT INFORMATION

VISA
4*****2221

[Edit](#)

ORDER INFO

Order No	Product ID	Item Description	Amount	Quantity	Total Amount
1466769979	HD026	REHABILITATION PERMIT	\$306.00	1	\$306.00
Total					\$306.00

Instructions

Review the order details.

Key Points

No key points.

Request HUD Label

XYZ, NM, AZ, 85018

Phone:
999-999-9999

Email:
prakruthiemail@gmail.com

[Edit](#)

ACCOUNT INFORMATION

VISA
4*****2221

[Edit](#)

ORDER INFO

Order No	Product ID	Item Description	Amount	Quantity	Total Amount
1466769979	HD026	REHABILITATION PERMIT	\$306.00	1	\$306.00
Total					\$306.00

Note:

I understand that the following amount will be billed to my credit card. My credit card statement will show the following merchant name(s) and amount(s) for this transaction.

Merchant	Amount
AZ Dept of Housing	\$306.00

The total amount to be billed to your credit card is **\$306.00**.

[Previous](#) [Cancel](#) [Authorize](#)

State of Arizona Checkout Utility
State of Arizona

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Instructions

Scroll down and click **Authorize**.

Key Points

No key points.

Request HUD Label

State of Arizona Checkout Utility
State of Arizona

Receipt

Thank you for your payment. Your payment was successful.
Do not close this window. Click the "Continue" button to return to the Agency application.

YOUR PAYMENT IS COMPLETE

Payment is complete. Print this receipt for your records.
Your authorization number is **501689**.
Please reference this number in any correspondence regarding your transaction. [Get the Adobe Acrobat Reader](#)

[Download receipt](#) [Continue](#)

BILLING INFORMATION

Name:
Prakruthi K

Address:
XYZ, NM, AZ, 85018

Phone:
999-999-9999

Email:
prakruthiemail@gmail.com

ACCOUNT INFORMATION

VISA
4*****2221

Instructions

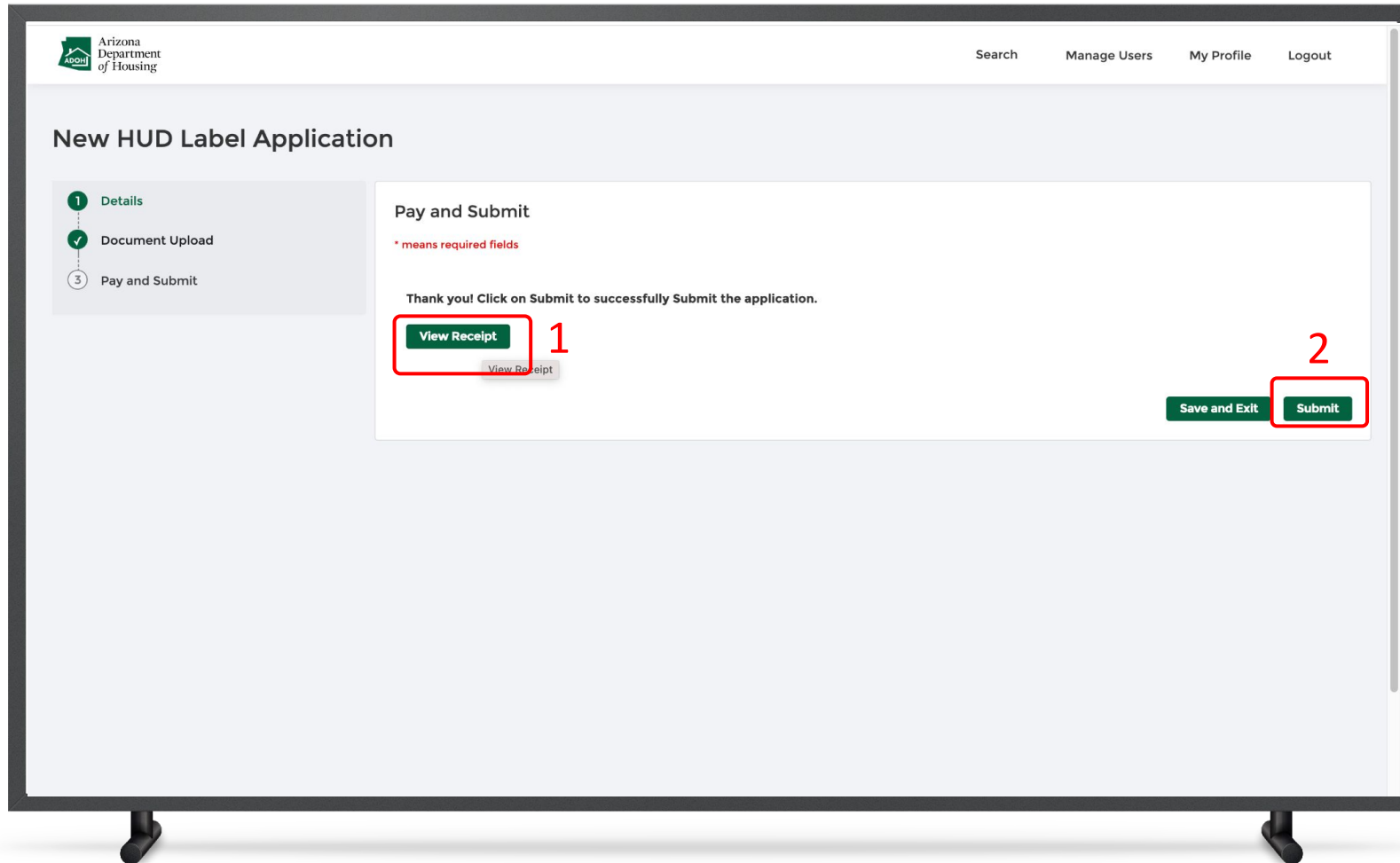
You will land on receipt page

1. Click **Continue**

Key Points

You can download the receipt by clicking the **Download Receipt button**.

Request HUD Label



Instructions

You will be redirected to the Pay and Submit page

1. Click **View Receipt** to view the receipt
2. Click **Submit**

Key Points

- Once you submit the application, you will receive an email from MHBD notifying the application request is received
- You will also receive a separate payment confirmation email with a payment receipt attached



Submit Certificate Reports

Submit Certificate Reports

Arizona Department of Housing

Search Manage Users My Profile Logout

Dashboard

Licenses

Permits

Inspections

Plan Review

Certificates and Labels 1

Complaints and Appeals

Audits

Purchase History

Acknowledgement

Toggle

Manage Certificates and Labels

Use the Quicklinks to Manage Certificates and Labels.

- Request Certificates**
Click on Request Certificates below. Complete the Request to the best of your ability.
Request Certificates
- Request HUD label**
Click on Request HUD label below. Complete the Request to the best of your ability.
Request HUD label
- Submit Certificate Reports** 2
Click on Submit Certificate Reports below. Complete the Request to the best of your ability.
Submit Certificate Reports
- All Application(s)**
View All Application(s).
View All Application(s)
- All Certification(s)/Label(s)**
View All Certification(s)/Label(s).
View All Certification(s)/Label(s)
- Certificate Lost or Damaged**
Certificate Lost or Damaged
Certificate Lost or Damaged
- Need Modification**
Click on Need Modification label below. Complete the Request to the best of your ability.
Need Modification

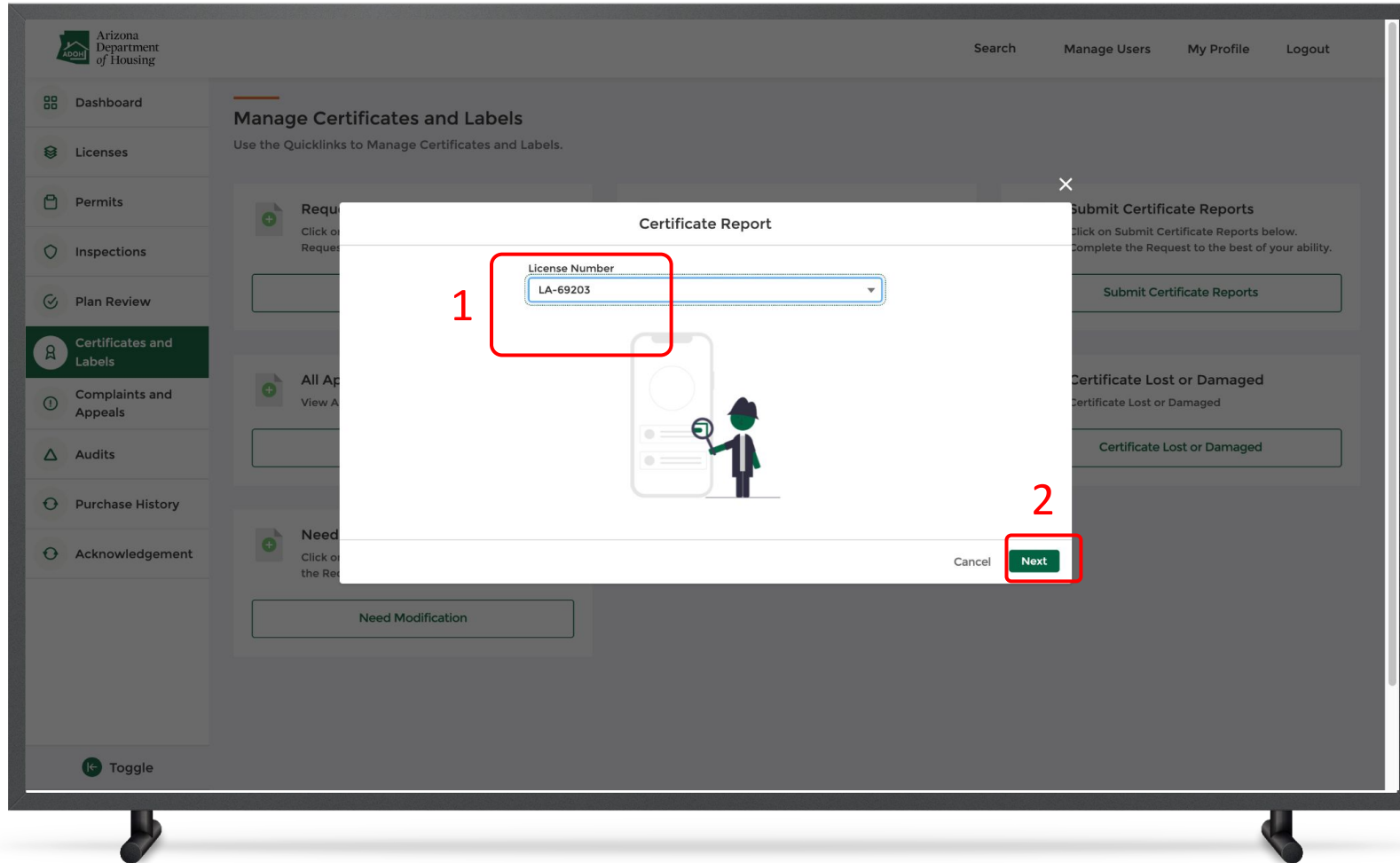
Instructions

1. Click the **Certificates and Labels tab** from the toggle menu bar
2. Click **Submit Certificate Reports**

Key Points

- The certificate report needs to be submitted on first of every month. If the report is not submitted by the 5th or 15th, MHBD staff will create a citation and the user has to pay a \$50 fine
- Contractors will not be changed fine for late report submissions

Submit Certificate Reports



Instructions

1. Select the **License Number**
2. Click **Next**

Key Points

The certificates that need to have reports submitted will be available in the list.

Submit Certificate Reports

Arizona Department of Housing

Search My Profile Logout

No activity on all

Certificate Report

Click on the arrow near the certificate name to enter the reporting details for certificate.

▼ AZI-002720

No activity

Type of work performed

Site Prep / Excavation

- Pad construction and compaction
- Grading and drainage

Foundation System

- Footings
- Stem Wall
- Retaining wall
- Skirting (Part of Foundation)
- Piers and column supports
- Anchoring
- Drainage from under building

Building Structural Connections

- Section to section assembly, alignment, and connection
- Manufactured Home Marriage Line

Plumbing

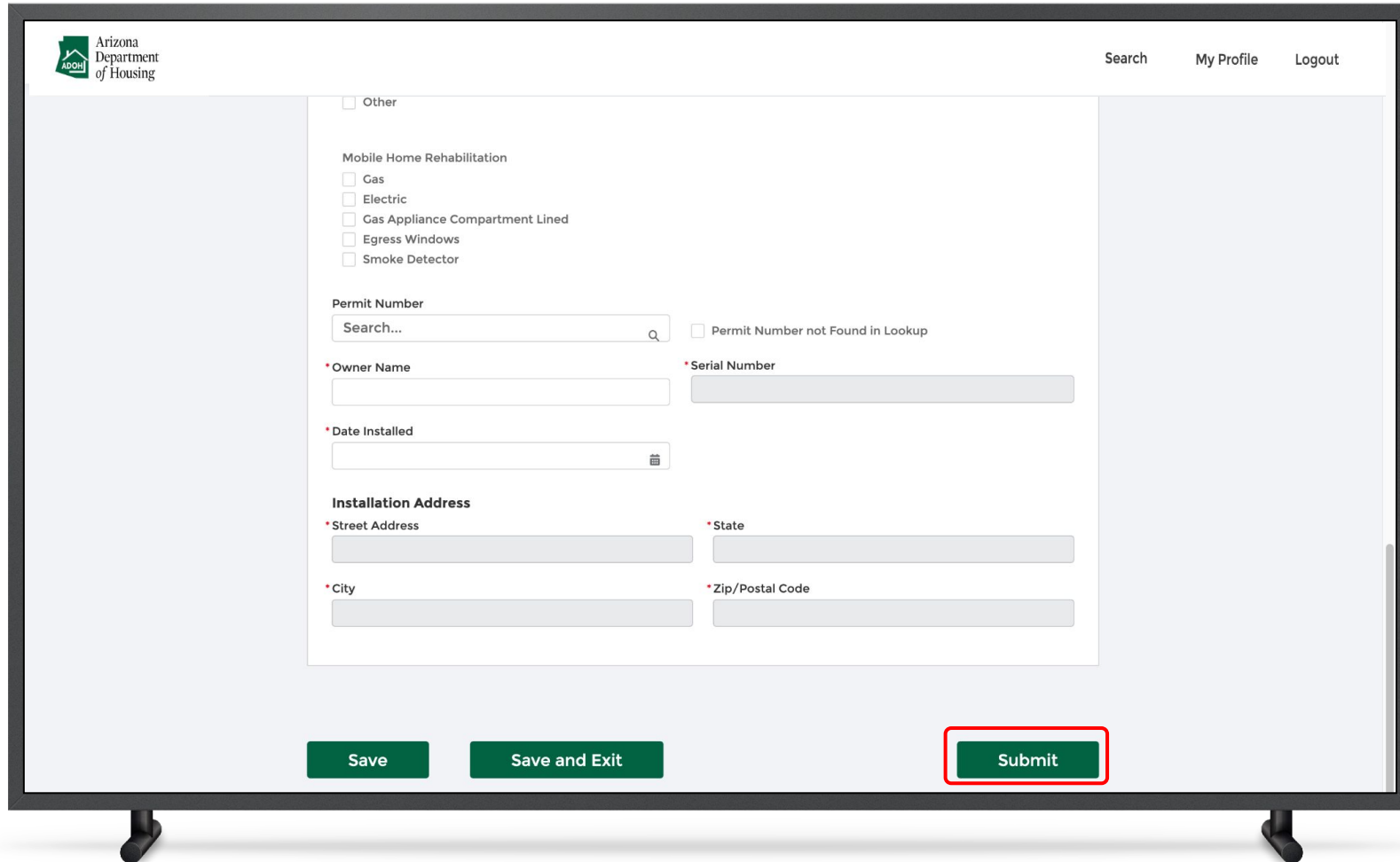
Instructions

1. Select the type of work performed
2. Check 'No activity' checkbox if there is no activity performed on the certificate (As per the statute you are supposed to report the use of certificate whether you have performed activity or not)

Key Points

The fields are displayed based on the type of license

Submit Certificate Reports



Arizona Department of Housing

Search My Profile Logout

Other

Mobile Home Rehabilitation

Gas

Electric

Gas Appliance Compartment Lined

Egress Windows

Smoke Detector

Permit Number

Search... Permit Number not Found in Lookup

*Owner Name

*Serial Number

*Date Installed

Installation Address

*Street Address

*State

*City

*Zip/Postal Code

Save Save and Exit **Submit**

Instructions

Populate all the reporting details for the certificate and click **Submit**.

Key Points

No key points.



Certificates Lost or Damaged

Certificate Lost or Damaged

The screenshot shows the ADOH web application interface. The left sidebar contains a navigation menu with the following items: Dashboard, Licenses, Permits, Inspections, Plan Review, Certificates and Labels (highlighted with a red box and a red '1'), Complaints and Appeals, Audits, Purchase History, and Acknowledgement. The main content area is titled 'Manage Certificates and Labels' and contains several quicklink cards. The 'Certificate Lost or Damaged' card is highlighted with a red box and a red '2'. The cards include: Request Certificates, Request HUD label, Submit Certificate Reports, All Application(s), All Certification(s)/Label(s), Certificate Lost or Damaged, and Need Modification.

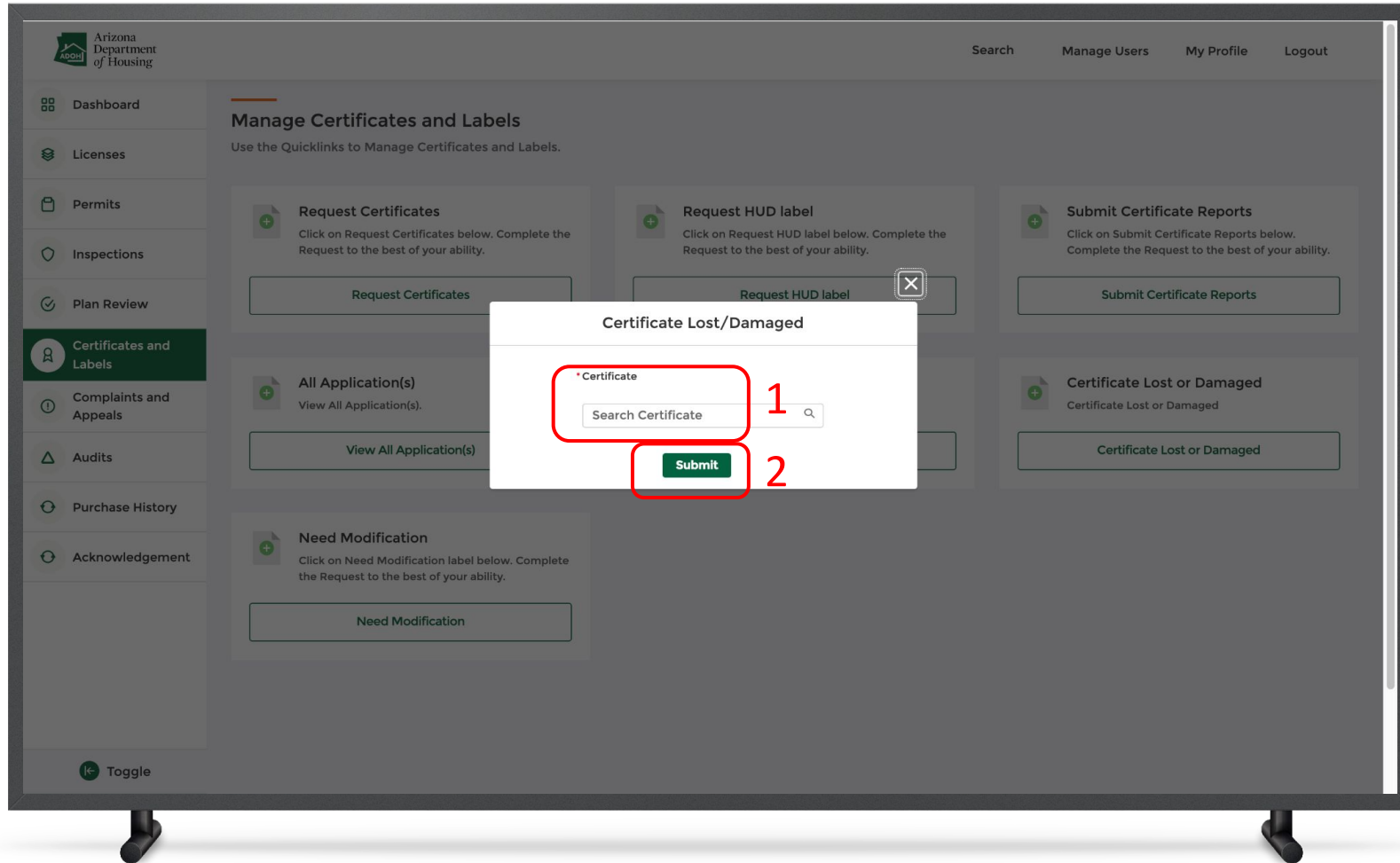
Instructions

1. Click the **Certificates and Labels tab** from the toggle menu bar
2. Click **Certificate Lost or Damaged**

Key Points

As soon the certificate is indicated as lost or damaged, the system will automatically change the status of the certificate to "Invalid." From that date on, there will not be any reports due for that particular certificate.

Certificate Lost or Damaged



Instructions

1. Search for the certificate from the drop-down list
2. Click the **Submit** button

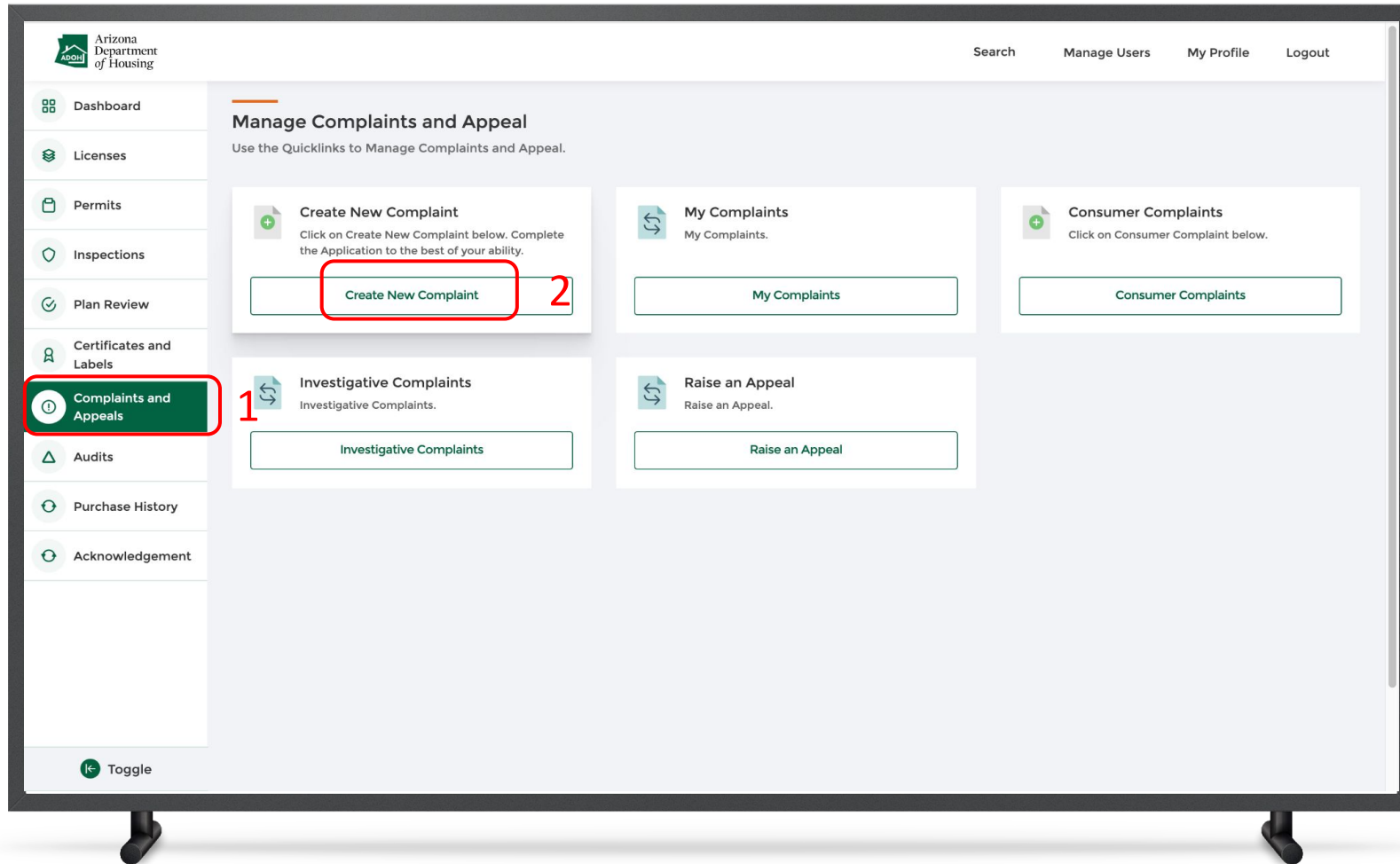
Key Points

You can see a success message on the screen notifying the certificate has been indicated as lost or damaged.



Complaints and Appeals

Create New Complaint



Instructions

1. Click the **Complaints and Appeals** tab from the toggle menu bar
2. Click **Create new Complaint**

Key Points

No key points.

Complaints and Appeals

Arizona Department of Housing

Search My Profile Logout

Consumer Complaint

- 1 Identification Information
- 2 Licensee Information
- 3 Unit Information
- 4 Document Upload
- 5 Complaint Details
- 6 Acknowledgement

Identification Information

Complainant Name
Tenant Test

Email
prakruthi.kairamkonda+tt@mtxb2b.com

1 Daytime Phone

Work Phone

2 Mailing Address

Search Address

Street Address

Suite/Apt Number

City

State/Province

Zip/Postal Code

Instructions

1. Populate complainant **Phone Number field**
2. Populate the **Mailing Address**

Key Points

No key points.

Complaints and Appeals

Arizona Department of Housing

Search My Profile Logout

Country
United States

Unit Address

1 Same as Mailing Address

Search Address

Street Address

Suite/Apt Number

City

State/Province
Arizona

Zip/Postal Code

Country
United States

Name of Mobile Home Park or Subdivision (if applicable)

2

Back Next Save and Exit

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Instructions

1. Check the **Same as Mailing address box** if the unit address is same as the mailing address (If not, you need to enter unit address as well)
2. Click **Next**

Key Points

No key points.

Complaints and Appeals

Arizona Department of Housing

Search My Profile Logout

Consumer Complaint

- 1 Identification Information
- 2 Licensee Information
- 3 Unit Information
- 4 Document Upload
- 5 Complaint Details
- 6 Acknowledgement

Licensee Information

Manufacturer Company

License cannot be located in the search

Search by license number or Search By Manufacturer Name

Search by license number or Search By Manufacturer Name

License

Dealer License

License cannot be located in the search

Search by license number or Search By Dealer Name

Search by license number or Search By Dealer Name

License

Installer License

License cannot be located in the search

Search by license number or Search By Installer Name

Search by license number or Search By Installer Name

License

Instructions

Search for Manufacturer License, Dealer License and/or Installer Licenses using the respective search fields.

Key Points

- You can associate either of the three or all licenses to the complaint
- You can search by the License Number or by the Name fields

Complaints and Appeals

Arizona Department of Housing

Search My Profile Logout

3 Unit Information

4 Document Upload

5 Complaint Details

6 Acknowledgement

License cannot be located in the search

Search by license number or Search By Manufacturer Name

Search by license number or Search By Manufacturer Name

License

Dealer License

License cannot be located in the search

Search by license number or Search By Dealer Name

Search by license number or Search By Dealer Name

License

Installer License

License cannot be located in the search

Search by license number or Search By Installer Name

Search by license number or Search By Installer Name

License

Back Next Save and Exit

[Privacy Policy](#)

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Instructions

Scroll down and click **Next** to continue.

Key Points

No key points.

Complaints and Appeals

Arizona Department of Housing

Search My Profile Logout

Consumer Complaint

- ✓ Identification Information
- ✓ Licensee Information
- 3** Unit Information
- 4 Document Upload
- 5 Complaint Details
- 6 Acknowledgement

Unit Information

The Unit is
New

Serial Number

Purchase Date
Jan 1, 2022

Installation Date
Jan 7, 2022

Unit Type

- Mobile Home
- Manufactured Home
- FBB
- Park Model
- Other Recreational Vehicle

Instructions

1. Populate the **Unit Information**
2. Select the **Unit Type** from the dropdown list

Key Points

- If you have selected a Unit Type that is not eligible to file a complaint, you will see this note: “This department does not regulate. If you have made an error, please go back and select the correct Unit Type.”
- Consumers will be eligible to raise a complaint after one year from the unit’s date of purchase or installation, whichever date is later

Complaints and Appeals

Arizona Department of Housing

Search My Profile Logout

Consumer Complaint

- ✓ Identification Information
- ✓ Licensee Information
- 3 Unit Information**
- 4 Document Upload
- 5 Complaint Details
- 6 Acknowledgement

Unit Information

The Unit is
New

Serial Number
[Empty field]

Purchase Date
Jan 1, 2022

Installation Date
Jan 7, 2022

Unit Type
Mobile Home

Back **Next** Save and Exit

3

Instructions

Click the **Next** button.

Key Points

No key points.

Complaints and Appeals

Arizona Department of Housing

Search My Profile Logout

Consumer Complaint

- ✓ Identification Information
- ✓ Licensee Information
- ✓ Unit Information
- 4 Document Upload**
- 5 Complaint Details
- 6 Acknowledgement

Document Upload

Document Name	Upload Action	Uploaded Documents
Copy of Consumer Cosmetic Walk-through Form	<input type="button" value="Upload Files"/>	
Map of Home Location	<input type="button" value="Upload Files"/>	
Copy of Purchase Agreement/Contract and/or Addendum/ Change Order *	1 <input type="button" value="Upload Files"/>	
Any emails/documents to support your claims	<input type="button" value="Upload Files"/>	
If Seller, upload the listing agreement	<input type="button" value="Upload Files"/>	
Escrow Documents *	<input type="button" value="Upload Files"/>	

2

Instructions

1. Click **Upload Files** and upload supported documents
2. Click **Next**

Key Points

Purchase Agreement/Contract and/or Addendum/ Change Order document(s) is mandatory.

Complaints and Appeals

Arizona Department of Housing

Search My Profile Logout

Consumer Complaint

- ✓ Identification Information
- ✓ Licensee Information
- ✓ Unit Information
- ✓ Document Upload
- 5** Complaint Details
- 6 Acknowledgement

Complaint Details

List issues with the home or building numerically and please write legibly. Provide a brief description of the issue(s).

DO NOT provide lengthy storylines.

Serial No.	Issue Description	Remove
1.	Test issue	

1

2

3

Back Next Save and Exit

Instructions

1. Describe your issue in the issue description field
2. Click **Add Issue** if you want to register another complaint/issue individually
3. Click **Next**

Key Points

No key points.

Complaints and Appeals

Arizona Department of Housing

Search My Profile Logout

Consumer Complaint

- ✓ Identification Information
- ✓ Licensee Information
- ✓ Unit Information
- ✓ Document Upload
- ✓ Complaint Details
- 6 Acknowledgement

Acknowledgement

I hereby give my permission to send a copy of this complaint to the licensee(s) involved, and if this office verifies my complaint, I agree to allow the licensee(s) to make appropriate corrections. By entering my name below I am authorizing the Department to receive my formal complaint and consider it as a form of my signature

Name

Test Tenant

Back Submit

Instructions

1. Check the **Acknowledgement** box
2. Enter **your name**
3. Click **Submit** to file the complaint

Key Points

No key points.



Consumer Complaints

Consumer Complaints

The screenshot shows the ADOH dashboard with a sidebar on the left containing various navigation options. The 'Complaints and Appeals' tab is highlighted with a red box and the number '1'. The main content area is titled 'Manage Complaints and Appeal' and contains several quicklink buttons: 'Create New Complaint', 'My Complaints', 'Consumer Complaints', 'Investigative Complaints', and 'Raise an Appeal'. The 'Consumer Complaints' button is highlighted with a red box and the number '2'.

Instructions

1. Click the **Complaints and Appeals** tab from the toggle menu bar
2. Click **Consumer Complaint**

Key Points

No key points.

Consumer Complaints

Arizona Department of Housing

Search Manage Users My Profile Logout

Consumer Complaints

License Type License Number Status

All All All

Reset Filter

Show 10 entries Search...

Complaint Number	Dealer License	Installer License	Manufacturer License	Complainant Name	Unit Serial Number	Status	Action
00001457	LA-51024	LA-64685		Joshua Steven NewQualifyingParty	dew58948653	Closed	View
00001294	LA-87041			Chawda	76thbjb		Request 5-day extension

Showing 1 to 2 of 2 entries

javascript:void(0)

Instructions

Click on the **Action icon** and select **View** from the list.

Key Points

The consumer can perform following Actions from this page:

- View
- Respond
- Request 5-day extension

Consumer Complaints

The screenshot shows the ADOH website interface for filing a consumer complaint. The top navigation bar includes the ADOH logo, the text 'Arizona Department of Housing', and links for 'Search', 'Manage Users', 'My Profile', and 'Logout'. The main heading is 'Consumer Complaint'. On the left, a vertical sidebar lists seven steps: 'Identification Information', 'Licensee Information', 'Unit Information', 'Document Upload', 'Complaint Details', 'Acknowledgement' (highlighted with a red box and a green circle containing the number 6), and 'Additional Requirements'. The main content area is titled 'Acknowledgement' and contains a checkbox with the text: 'I hereby give my permission to send a copy of this complaint to the licensee(s) involved, and if this office verifies my complaint, I agree to allow the licensee(s) to make appropriate corrections. By entering my name below I am authorizing the Department to receive my formal complaint and consider it as a form of my signature'. Below this is a text input field labeled 'Name' containing 'Josh Pettyjohn'. At the bottom right of the form are three buttons: 'Back', 'Next' (highlighted with a red box), and 'Back To Home'.

Instructions

1. You will be navigated to the complaint application that was filed
2. To review the details for all the fields you will need to be in view mode
3. You can switch between the sections by clicking on the page title
4. Click **Next**

Key Points

No key points.

Consumer Complaints

Arizona Department of Housing

Search Manage Users My Profile Logout

Consumer Complaint

- Identification Information
- Licensee Information
- Unit Information
- Document Upload
- Complaint Details
- Acknowledgement
- Additional Requirements**

Additional Requirements

Additional Information Required

Please provide additional documents

Additional Information Due Date

Mar 9, 2022

Response

Add Response

Document Name	Upload Action	Uploaded Documents	Remove
<input type="text" value="Test"/>	<input type="button" value="Upload Files"/>	<input type="button" value="View Files"/>	<input type="button" value="Add More"/>

Instructions

1. Enter any **Additional Information**
2. Enter the **Document Name**
3. Click **Upload Files**
4. Click the **Submit** button

Key Points

You can add fields by clicking **Add More**.



Arizona
Department
of Housing

This Concludes AZ MHBD Portal User Guide

THANK YOU

