MEMORANDUM

DATE: July 1, 2015

TO: Whom It May Concern

FROM: C. Patrick Walker, P.E.
     Technical Services Manager
     Manufactured Building Division

RE: Factory Built Home Identification

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

DATA PLATES

Factory Built Home Identification - DATA PLATES
1. The first and most important piece of information you should try to find regarding your home is the home’s Data Plate.

2. Search the inside of your home to see if you can find the DATA PLATE still attached to it. It will be located permanently attached to your home in a protected location. If you find it, it contains all the information you will need regarding your home.

3. All Factory Built Homes, both HUD and Modular homes, have a Data Plate permanently attached to them when they are constructed.
   a. Many times Data Plates may have been painted over or removed during home renovations after the initial sale of the home.

4. What does a Data Plate look like?
   a. Data Plates are normally an 8 ½”x11” laminated or otherwise protected piece of paper “permanently” glued/attached to the home on the inside of the structure. See Figures 1 and 2 for Examples of HUD (manufactured homes) Data Plates and Figures 3 and 4 for MOD (modular homes) Data Plates
5. Where are Data Plates normally located?
   a. Kitchen Cabinets
      i. Check around the cabinet area below the Kitchen Sink first.
      ii. Glued to the Kitchen Sink Cabinet Door. See Figure 5
      iii. Glued just inside the Cabinet beside the Kitchen Sink Cabinet Door. See Figure 6
      iv. Glued to the Wall Directly Beneath the Kitchen Sink.
      v. Check the doors of your overhead cabinets. See Figure 7
   b. Clothes Closet
      i. Glued to the Wall of a Clothes Closet – Normally Master bedroom closet. See Figures 8, 9
   c. Electrical Panel Box – Less common location these days

6. What Information can be found on a Data Plate?
   a. Manufacturer Name and Address
   b. Date of Manufacture
c. Serial Number

d. Model Number

e. Code Certification – Identifies the NC State Building Code or Federal HUD Manufactured Housing
   Code in effect at time of construction

f. Design Information – Roof Loads, Floor Loads, Wind Loads

g. Installed Equipment Information – Type, Brand, Model

h. Name of the Third Party Certification Agency that approved, inspected, labeled the Home.
i. HUD Label Number – If Home is a HUD Manufactured Home
   i. The First Three Letters of the HUD Label number indicates who the Third Party Certification Agency
      (or State) that Approved, Inspected and Labeled HUD Home
   ii. i.e. NTA, HWC, TRA, RAD, GEO (Georgia), TEN (Tennessee), etc.

j. State Modular Label Number - If Home is a Modular Home

k. Third Party Agency Modular Certification Label Numbers – If Home is a Modular Home

l. Special Instructions regarding Home

7. I have found my Data Plate, How can I tell if it is a HUD or MOD home?

   a. Your Home IS A HUD Manufactured home:
      i. If “HUD” or Federal Housing and Urban Development are mentioned anywhere on the Data Plate.
      ii. If there are three United States Maps on the Data Plate indicating: Basic Wind Zone Map; Basic
          Roof Design Zone Map; and U/O Value Zone Map (Thermal Zones) See Figure 1 and 2

   b. Your Home IS A MODULAR home:
      i. If the Data Plate indicates any “NC State Label” number on it – Normally only one NC State Label
         is applied per home regardless of number of modular units.
      ii. If the home has a Modular Label from another state, it is still a modular unit. It was just approved
          and labeled through that state’s modular construction program.
      iii. If the Data Plate indicates any Third Party Certification Agency Modular Label Numbers on it.
          i. Normally one 3rd Party Modular Label will be applied on each modular unit.
      iv. If Modular is mentioned anywhere on your Data Plate.
      v. If your data plate has no United States maps on it.
vi. If your data plate referenced compliance to volumes of the North Carolina State Building Code, i.e. Residential, Plumbing, Mechanical, Electrical. (or some other State’s Code)

c. Your Home will be a Pre-HUD mobile home if it was built prior to June 15, 1976 when the HUD program started.

i. North Carolina had a Mobile Home labeling program which ran from July 1, 1970 until the HUD program started in June 15, 1976. See Figure 10

1. Mobile Homes constructed under the NC Program were constructed to the USAS A119.1 Standard for Mobile Homes. See Figure 11. This Standard would have been referenced on the home’s Data Plate.

2. On NC labeled Mobile Homes, the data plate would display a Wind Load Map as shown in Figure 12.

ii. Other Pre-HUD mobile homes not manufactured under the NC Mobile Home Program were also usually constructed to the USAS A119.1 Standard for Mobile Homes. See Figure 11. This Standard would have been referenced on the home’s Data Plate.

1. On those other Pre-HUD mobile homes your data plate would also probably display a Wind Load Map as shown in Figure 12.

d. Depending upon the age of your HUD Manufactured Home, you may be able to obtain a replacement DATA PLATE from the home’s manufacturer or from the HUD approved Third Party Certification Agency (PIA) or from IBTS (Institute for Building Technology and Safety)(a HUD subcontractor) may be able to provide you additional information regarding your HUD home. www.IBTS.org (703-481-2000)
e. Depending upon the age of your Modular Home, you may be able to obtain a replacement DATA PLATE from the home’s Manufacturer or the home’s NC approved Third Party Certification Agency.

f. North Carolina began collecting copies of Data Plates on all Modular homes manufactured since August 2010. We will be able to provide you a replacement copy of your Data Plate if your home was manufactured since that time period. Manufactured Building Division of the NC Department of Insurance. (919-661-5880) www.ncdoi.com/OSFM/Manufactured_Building.aspx

**LABELS**

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

**HUD Manufactured Home – HUD Label**

1. A HUD label is a certification label that certifies that the manufactured home was constructed and inspected in the plant and that it conforms to the Federal Manufactured Home Construction and Safety Standards. (See Figures 13 and 14)

2. If you find a HUD label on your home, it is a HUD manufactured home (formally called a mobile home, or trailer)

3. A HUD label is an approximately 2”x4” painted red aluminum metal plate with the HUD certification and label number etched into it. It is “permanently” attached to the outside of the unit (see Figure 13). Over time, the red paint can fade out to a gray/silver look. (See Figure 14)

4. **HUD Label Number – If Home is a HUD Manufactured Home**

   i. The First Three Letters of the HUD Label number indicates who the HUD approved Primary Inspection Agency (or State) that Inspected and Labeled the HUD Home in the plant.

   1. Examples: HWC = Hilborn, Werner, Carter & Associates, Inc.; PFS = PFS Corporation; NTA = NTA, Inc.; RAD = RADCO; TRA = T. R. Arnold and Associates, Inc.; GEO = the state of Georgia; TEN = the state of Tennessee; etc.
a. Figure 13 was inspected by the State of Tennessee (TEN), Figure 14 was inspected by RADCO (RAD)

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

1. FLORIDA TYPE: IPIA

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

2. GEORGIA TYPE: IPIA

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

3. HWC TYPE: IPIA/DAPIA

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

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

5. PFS TYPE: IPIA/DAPIA

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

6. RADCO TYPE: IPIA/DAPIA

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

7. TENNESSEE TYPE: IPIA

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

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

5. HUD homes will have one HUD label attached to each transportable section.

6. All HUD Label numbers will be listed on the home’s Data Plate.

7. The HUD Label is required to be attached approximately one foot above the floor level and approximately one foot from the end of the unit which is opposite the end of the unit where the hitch was attached to the frame.
   a. Single wide homes will be labeled on the end of the home opposite the hitch. (see Figure 15)
   b. Double wide homes – Each section will be labeled on the front or back side of the home, opposite the hitch end. (see Figure 16)

8. Other than a Data Plate, which is common to all factory built structures, the HUD Label is the ONLY label you will find on a HUD labeled home. If you find other types of labels, you may have something other than a HUD home. Further investigation will be required.

9. On August 11, 1982, the name changed at the Federal level from Mobile Home to Manufactured Home to reflect the more permanent nature of the homes being constructed.
   a. The Federal Mobile Home Program became the Federal Manufactured Housing Program.
b. The Federal Mobile Home Construction and Safety Standards became the Federal Manufactured Housing Construction and Safety Standards.

c. The Federal Program itself did not change.

10. If you have a HUD Label number, the Manufactured Building Division of the NC Department of Insurance may be able to provide you additional information regarding your home. (919-661-5880) www.ncdoi.com/OSFM/Manufactured_Building.aspx

11. If you have a HUD Label number, IBTS (Institute for Building Technology and Safety) (a HUD subcontractor) may be able to provide you additional information regarding your HUD home. www.IBTS.org (703-481-2000)

Pre-HUD Mobile Homes Labels – NC Labeled Mobile Homes

1. The HUD Federal Mobile Home Program started on June 15, 1976. Homes constructed prior to that date are commonly referred as pre-HUD homes.

   a. North Carolina had a Mobile Home labeling program before the HUD Mobile Home Program which ran from July 1, 1970 until the HUD program started in June 15, 1976.

      i. Mobile Homes labeled under this program during that time period displayed a NC Mobile Home Validating Stamp on it as shown in Figure 17.

      ii. NC Mobile Home Validating Stamps were required to be located adjacent to the home’s Data Plate. See Figure 18.

Modular Homes – Modular Construction Validating Stamps – Modular Labels

1. A North Carolina Modular Construction Validating Stamp is a certification label that certifies that the modular home was constructed and inspected in the plant and that it conforms to the North Carolina Modular Construction Program and the North Carolina State Building Code in effect at the time of construction. (For Examples See Figures 19, 20, 21, 22)
2. A North Carolina Modular label is approximately 2”x2” with a NC State Seal on a reflective silver background.

3. It is required to be “permanently” attached on the inside of the home directly adjacent to the home’s data plate.

4. For one and two family dwelling units, there will be **Only One** NC Modular Label for each dwelling unit. A duplex home would have two modular labels, one for each dwelling unit.

5. The Modular Label number will be listed on the home’s Data Plate. If you find a Modular label on your home, it is a Modular home.

6. Modular homes which have been labeled through another state’s modular program will have that state’s modular label(s) attached to it. It is still a modular home. It was constructed to that State’s Building Code requirements. Placement in North Carolina is subject to approval by the local NC building official.

7. If you have a NC Modular Construction Validating Stamp number, the Manufactured Building Division of the NC Department of Insurance may be able to provide you additional information regarding your home. (919-661-5880) [www.ncdoi.com/OSFM/Manufactured_Building.aspx](http://www.ncdoi.com/OSFM/Manufactured_Building.aspx)

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

1. A Third Party Certification Agency Label is a certification label that certifies that the modular home was constructed and inspected in the plant by the 3rd Party Inspection Agency and that it conforms to the North Carolina Modular Construction Program and the North Carolina State Building Code. (See Figures 23, 24, 25, 26, 27, 28, 29, 30, and 31 for examples of Third Party Labels.)
2. A Third Party Certification Agency Modular Label can be any size, shape, or color but is normally around 2”x2” or 2”x3”.

3. Each Third Party Certification Agency Modular Label will have a unique number which is assigned to that home.

4. Each Third Party Certification Agency Modular Label numbers will be listed on the home’s Data Plate.

5. One Third Party Certification Agency Modular Label is required to be “permanently” attached on the inside of each of the modular sections. They could be placed anywhere in that modular section. If there is not an appropriate place to locate the Third Party Certification Agency Label in a modular unit, you may find that the manufacturer may have placed that label adjacent to the home’s Data Plate.

6. You will **NOT** find a Third Party Certification Agency Modular Label on a HUD Home.

7. If you find a Third Party Certification Agency Modular Label on your home, it is a Modular home.

8. If you have a Third Party Certification Agency Modular Label number, the Third Party Agency may be able to provide you additional information regarding your Modular home. 3rd Party Modular Agencies may be contacted at the following:
   
a. Expert Modular Consultants 12315 Twin Branch Acres Road Tampa FL 33626 Mr. Robert A. Johnson (813) 294-4412

b. HWCNC, P.C. 1627 S. Myrtle Avenue Clearwater FL 33756-1131 Mr. Scott Francis, P.E. (727) 584-8151 (727) 586-3343

c. Modular Code Consultants, Inc. 25547 Bayberry Court Elkhart IN 46517 Mr. Michael Rogers (574) 875-1800 (574) 875-8427
d. NTA, Inc. 305 N. Oakland Avenue Nappanee IN 46550 Mr. Chuck Osterday (574) 773-7975 (574) 773-2732

e. PFS Corporation 1507 Matt Pass Cottage Grove WI 53527 Mr. James Rothman, P.E. (608) 839-1013 (608) 839-1014

f. Progressive Engineering, Inc. 58640 State Road 15 Goshen IN 46528 Mr. Ian Henderson (574) 533-0337 (574) 533-9736

g. PYRAMID1, Inc. P.O. Box 463, 19260 C.R. 46 New Paris IN 46553 Mr. Andrew R. Carlson (574) 831-4200 (574) 831-4209

h. RADCO, Inc. 3220 E. 59th Street Long Beach CA 90805 Mr. Michael Frey (813) 243-0370 (562) 529-7513

i. T.R. Arnold & Assoc., Inc. P.O. Box 1081, 700 E. Beardsley Avenue Elkhart IN 46515 Mr. Nick Yost (574) 264-0745 (574) 264-0740

9. If you have a Third Party Certification Agency Modular Label number, the Manufactured Building Division of the NC Department of Insurance may be able to provide you additional information regarding your home. (919-661-5880) www.ncdoi.com/OSFM/Manufactured_Building.aspx

**SERIAL NUMBERS**

**Factory Built Home Identification – Serial Numbers**

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

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

2. Each transportable section of the home will have its own unique serial number. Normally it is the home’s serial followed by an A, B, C, etc. depending on the number of sections it takes to make up the entire home. For a two section home, the serial numbers of the A and B sections will be 123456A and 123456B.

3. The serial number will be indicated inside the house on the home’s DATA PLATE. Normally it the home serial number followed by A, B, C, etc. as needed to indicate each section of the home. For the same two section home, the serial number on the DATA PLATE will be 123456AB.

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

6. When an HUD Manufactured Home or an on-frame Modular home is set on a masonry foundation it will be difficult to see the serial number on the cross member due to the closeness of the cross member to the perimeter masonry curtain wall.

7. If a DMV Title was ever issued for your home, most times the VIN number on the Title is the same as the serial number of your home. Contact your local DMV office if you need Title assistance.

8. If you have a HUD SERIAL NUMBER, IBTS (Institute for Building Technology and Safety) (a HUD subcontractor) may be able to provide you additional information regarding your HUD home. [www.IBTS.org](http://www.IBTS.org) (703-481-2000)

9. If you have a SERIAL NUMBER, the Manufactured Building Division of the NC Department of Insurance may be able to provide you additional information regarding your home. (919-661-5880) [www.ncdoi.com/OSFM/Manufactured_Building.aspx](http://www.ncdoi.com/OSFM/Manufactured_Building.aspx)

**Sources for Obtaining Information**

1. The best place to obtain information regarding your home is with the manufacturer. The manufacturer creates a file for each home produced which contains such items as production order, approved plans, QA check sheets, copy of the Data Plate, etc. This file is commonly called the Service File and is normally kept in the Service Department at the plant facility which constructed your home. After a set period of years, these files may be destroyed. If the plant facility which produced your home has closed, these service files may have been transferred to another nearby plant facility of the same company or they may have been
moved to the corporate office. If your plant facility has closed and there is no corporate office, then your home’s service file has probably been destroyed or discarded. You should be able to get a replacement copy of your home’s Data Plate from the manufacturer if you can locate your home’s service file.

2. The manufacturer’s Third Party Certification Agency (MOD) or Primary Inspection Agency (HUD) may be able to assist you in obtaining information about your home if you can determine the name of that agency and you can provide them with some basic information regarding your home which they can use to look up in their records. The more information you can provide them the better. i.e. manufacturer’s name, serial number, HUD label number, 3rd Party Mod Label number, State Modular Label number, etc. You may be able to get a replacement copy of your home’s Data Plate from the 3rd Party Agency if they kept a copy in their records. Contact information is listed above.

3. For HUD homes, IBTS (Institute for Building Technology and Safety), a HUD subcontractor, should be able to provide you information regarding your home if you can provide them with some basic information regarding your home which they can use to look up in their records. Depending on the age of your home, you should be able to get a replacement copy of your home’s Data Plate from IBTS. IBTS can be contacted at www.IBTS.org or 703-481-2000.