



Department  
of Commerce



## 2020 Manufactured Home Park Annual Inspections



As warmer temperatures are arriving, annual inspections of manufactured home parks have begun. Inspections will be performed by either the Division of Industrial Compliance (Division) or by a local health district that has contracted with the Division to perform inspections. Annual inspections are done to ensure that manufactured home parks are being maintained in a safe and sanitary manner and in compliance with the Division's rules.

### Correcting Violations

Within ten days after the inspection, the inspector will issue an inspection report and a copy of the inspection report will be sent to the manufactured home park operator. The inspection report will list any violations that the inspector found during the inspection. Manufactured home park operators must correct all violations and provide proof of such corrections within the time periods specified below:

Life safety violations:

- Must be corrected immediately.

Non-life safety violations:

- Must be corrected within 30 days from receipt of the inspection report.

### Request for Extension of Time to Correct

If the park operator wishes to request an extension of time to submit proof of corrections, the park operator must submit such a request by e-mail to: [communityinspections@com.state.oh.us](mailto:communityinspections@com.state.oh.us). Any e-mails with requests for extensions must include the words "Request for Extension of Time to Correct" and the park operator license number in the subject line of the e-mail. A request for an extension must specify which violations the request applies to,

the reasons why the corrections cannot be made in the time permitted, and the expected date(s) by which the corrections will be completed. The Division will notify the park operator whether the request is approved, and until the Division approves a request, the park operator is expected to provide proof of corrections within the standard time periods.

### **Proof of Corrections**

Proof of corrections should be sent to the Division by e-mail to: [communityinspections@com.state.oh.us](mailto:communityinspections@com.state.oh.us). Proof of corrections may not be submitted any other way or to any other person or entity. Even if a local health district performed the annual inspection, proof of corrections may only be sent to the Division's e-mail address listed above.

When submitting proof of corrections, the e-mail(s) should include the words "Proof of Corrections" and the park operator license number in the subject line of the e-mail.

Proof should be in photographic or documentary (e.g., invoice) form. Videos will not be accepted.

Park operators are required to provide proof that show **each and every violation** listed has been corrected, and the park operator must identify what each submitted proof of correction refers to (e.g., lot number, violation description) so that the Division knows what the proof is meant to show as being corrected. The park operator can identify each piece of proof by labeling the lot/violation in the file itself (e.g., lot number in the photograph), labeling the name of the file, and/or by providing an explanation in the e-mail that states which lot/violation each piece of proof corresponds to. Proof of corrections that do not identify the corresponding lot/violation will not be reviewed or accepted.

### **Failure to Provide Proof of Corrections**

Failure to provide proof that the violations listed in the inspection report have been corrected within the time frames stated above may result in the Division taking administrative action against the park operator, which could include, but is not limited to, the suspension, revocation, or denial of renewal of the park operator license and/or a hearing and a fine of up to one thousand dollars (\$1,000.00) per violation per day, among other available remedies.

### **Questions**

Questions regarding a manufactured home park's inspection report or a park operator's obligations should be submitted by e-mail to [communityinspections@com.state.oh.us](mailto:communityinspections@com.state.oh.us) or by telephone by calling (614) 644-2223, option 4, option 1.

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## **Know Your Rights! Landlord/Tenant Issues for Manufactured Home Residents**

The Division of Industrial Compliance (DIC) regularly receives landlord/tenant questions or complaints (e.g., water bills, evictions, rent increases) from manufactured home residents who live in manufactured home parks or who

rent on private property. Generally, landlord/tenant matters are outside DIC's authority and not something DIC has jurisdiction to investigate. While DIC may not be able to be involved, there are statutes in the Manufactured Home Program (MHP) laws ([Chapter 4781 of the Ohio Revised Code](#)) that set forth certain rights and obligations between manufactured home park operators and park residents.

Some of those statutes are:

[R.C. 4781.36](#)

- Whistleblower protection/anti-retaliation

[R.C. 4781.37](#) and [R.C. 4781.49](#)

- Eviction rights and obligations

[R.C. 4781.38](#)

- Manufactured home park operator obligations

[R.C. 4781.40](#), [R.C. 4781.47](#), and [R.C. 4781.51](#)

- Rental agreement requirements
- Park closing notification requirements
- Requirements for when a manufactured home park operator may charge fees and increase fees
- Prohibited actions or requirements of a manufactured home park operator

[R.C. 4781.41](#)

- Remedies for residents when a manufactured home park operator has failed to comply with an obligation (e.g., rent escrow)

[R.C. 4781.50](#)

- Requirements for how manufactured home park operators must handle security deposits

Any rights or remedies afforded by the landlord/tenant statutes in the MHP laws must be pursued through private means (possibly through the legal system with the assistance of an attorney). If a manufactured home resident has any questions regarding landlord/tenant laws, whether they are within the MHP's codes or in other statutes/rules that impact landlord/tenant relationships (like Chapters [1923](#) and [5321](#) of the Ohio Revised Code), residents will need to consult a private attorney or their local legal aid organization, as DIC cannot provide legal advice or represent residents in any type of action.

If looking for a private attorney, parties can check the lists of lawyer referral services on the Supreme Court of Ohio's [website](#) and the Ohio State Bar Association's [website](#).

Six legal aid organizations in Ohio are:

[Advocates for Basic Legal Equality/Legal Aid of Western Ohio](#) (ABLE/LAWO)

- Serving 32 Northwest and west central Ohio counties

[Community Legal Aid](#)

- Serving eight Central northeast Ohio counties

[Legal Aid Society of Cleveland](#)

- Serving five Northeast Ohio counties

[Legal Aid Society of Columbus](#)

- Serving six Central Ohio counties

[Legal Aid Society of Southwest Ohio](#)

- Serving seven Southwest Ohio counties

[Southeastern Ohio Legal Services](#)

- Serving 30 Southeast Ohio counties

DIC is not affiliated with any of the legal aid organizations and cannot answer any questions about them. Residents will need to go to the legal aid organizations' websites to find out about the organizations' eligibility requirements, coverage area, and contact information.

## What You Need To Know Before You Rent-to-Own

The Division of Real Estate and Professional Licensing (Division) considers rent-to-own agreements to be included in the activities that require a manufactured housing dealer license. Rent-to-own situations may be considered "casual sales" for the purposes of licensing law. In general, Ohio Revised Code Section 4781.16(A) states that no person shall "make more than five casual sales of manufactured homes or mobile homes in a twelve-month period without obtaining a license as a manufactured housing dealer...".



Therefore, if an individual sells more than five manufactured homes within a twelve-month period, via rent-to-own or any other method, the person selling the unit(s) is required to obtain a dealer's license. The seller must also comply with all other state and federal laws that apply to the transaction including, but not limited to, financing regulations and HUD regulations. Additionally, often the documents for this type of sale are developed by an individual who is not a licensed attorney, an activity that may be seen as practicing law without a license. The Division recommends that individuals who are interested in selling manufactured homes through rent-to-own agreements contact an attorney to ensure they do not run afoul of lending restrictions, legal or manufactured housing license laws or other state/federal laws.

## Reminders

### COVID-19 Health Emergency; Stay at Home Order

Ohio Governor Mike DeWine, Lt. Governor Jon Husted, and Ohio Department of Health Director Amy Acton, M.D., MPH, announced that Ohio will be under a "Stay at Home" order to slow the community spread of COVID-19. The order went into effect March 23 and will remain in effect until April 6, unless the order is rescinded or modified. Everyone is expected to adhere to

this order and all recommendations from ODH and “Stay at Home”. There is a list of essential and non-essential employees listed in the order. Read the full order [here](#).

You are encouraged to call ODH's hotline with questions regarding COVID-19. You can reach them at 833-4ASKODH (833-427-5634). You can also visit [coronavirus.ohio.gov](https://coronavirus.ohio.gov) for more information.

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## Manufactured Home Park License Renewals: Avoid Late Fees and Register Today!



There are still manufactured home park operators who have not renewed their licenses for 2020. Operating a manufactured home park in Ohio without an active manufactured home park operator license is a violation of section [4781.27](#) of the Ohio Revised Code and can result in various consequences, including, but not limited to, a hearing and a fine of up to \$1,000 a day.

If you have not registered an account with the [Ohio eLicense system](#), please call us at 614-644-2223, option 4, option 1. We will assist you in setting up an account so you may renew your manufactured home park operator license. Any manufactured home park operator that renews its license late will be charged a late fee equal to twenty-five percent (25%) of the applicable license fee, so, make sure you renew your license timely every year!



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## Severe Weather Events Affecting Manufactured Home Parks

As Ohio enters the spring season, the Division of Industrial Compliance (DIC) wants to remind everyone to report any damage a manufactured home park sustains from a severe weather event (e.g., tornado).

DIC will inspect the park to determine what, if any, steps are necessary to return the park back into compliance with the rules for manufactured home park operators ([Chapter 4781-12 of the Ohio Administrative Code](#)) and will work with affected park operators to make sure any unsafe or unhealthy conditions are remedied quickly.

To report a manufactured home park damaged by a severe weather event, please call 614-644-2223, option 4, option 1 or send an e-mail to [communityinspections@com.state.oh.us](mailto:communityinspections@com.state.oh.us).

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## Manufactured Homes Placement/Removal Reports

Manufactured home park operators are required to provide the Division of Industrial Compliance with a current inventory of all manufactured homes in their parks. If a manufactured home is being placed in or removed from a park, a manufactured home park operator must submit a Manufactured Home Placement/Removal Report at least two business days prior to the placement/removal. Click [here](#) for a copy of the [Manufactured Home Placement/Removal Report](#).



Manufactured Home Placement/Removal Reports can be submitted by any of the following ways:

- [ELicense website](#): Park operators can upload to their eLicense account
- Fax to 614-980-0962
- Email to [communityinspections@com.state.oh.us](mailto:communityinspections@com.state.oh.us)
- Mail to: Division of Industrial Compliance, OCILB/Manufactured Homes Program, 6606 Tussing Road, P.O. Box 4009, Reynoldsburg, OH 43068-4009

## [Contacts](#)

### **Installers**

Ohio Construction Industry Licensing Board  
614-644-2223 option 4, option 2 or  
[Molly.Flanagan@com.state.oh.us](mailto:Molly.Flanagan@com.state.oh.us)

### **Inspectors**

Board of Building Standards  
614-644-2613 or  
[Michael.Lane@com.state.oh.us](mailto:Michael.Lane@com.state.oh.us)

### **Installation Inspection/Seal Reports**

Bureau of Building Code Compliance  
614-644-2231 or  
[Bryant.Hillman@com.state.oh.us](mailto:Bryant.Hillman@com.state.oh.us)

### **Parks (including park complaints)**

Ohio Construction Industry Licensing Board  
614-644-2223 option 4 or  
[communityinspections@com.state.oh.us](mailto:communityinspections@com.state.oh.us)

### **Dealers/Brokers**

Division of Real Estate & Professional Licensing  
614-466-3412 or  
[Webreal@com.state.oh.us](mailto:Webreal@com.state.oh.us)

### **Salespersons**

Division of Real Estate & Professional Licensing  
614-466-3412 or  
[Webreal@com.state.oh.us](mailto:Webreal@com.state.oh.us)

### **Dispute Resolution**

Division of Industrial Compliance Legal Section  
614-644-3297 or  
[Aaron.Johnston@com.state.oh.us](mailto:Aaron.Johnston@com.state.oh.us)

[Click here to visit our Manufactured Homes website!](#)

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