

**To:** BEP Recipients (All Divisions)  
**From:** Asset Preservation Department  
**Re:** Property Qualifications – Manufactured Homes  
**Date:** April 11, 2017

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Recipients may submit manufactured homes to IHCD for review and addition to their Blight Elimination Program (BEP) Project if and only if at least one of the following conditions are met:

1. The title has been retired; and/or,
2. The tongue, hitch, and wheels have been removed; or
3. The structure has been affixed to a permanent foundation or surface.

Recipients wishing to add a manufactured home to their BEP Project must provide the following documentation as part of a BEP Waiver Request:

1. A copy of the retired title for the mobile home; and/or,
2. Photo documentation that shows:
  - a. The tongue, hitch, and wheels have been removed;
  - b. The mobile home has been affixed to a foundation (concrete block or poured concrete); and/or,
  - c. The manufactured home is immobile.

Manufactured homes that do not meet the above criteria should not be submitted to IHCD for review. Any mobile home that is submitted to IHCD without the required documentation will be declined.

