



STATE OF WASHINGTON
DEPARTMENT OF COMMERCE

1011 Plum St SE • PO Box 42525 • Olympia, Washington 98504-2525 • (360) 725-4000

TO: Relocation Assistance Applicant

FROM: Brigid Henderson, Manager
Manufactured/Mobile Home Relocation Assistance Program

SUBJECT: **Eligibility, Availability, and Distribution of Cash Assistance**

The Department of Commerce (Commerce) received notice that your manufactured/mobile home community will be closing. Commerce may provide cash assistance to help with relocation costs if you are eligible. The amount available depends on the size of your home and if you choose to remove your home from the community or make documentation available to transfer title of your home to the community owner.

Your application packet includes the following materials:

- Relocation Assistance Application – the homeowner(s) on the title must complete, sign, and date this document
- Relocation Assistance Application Checklist – the checklist will help you understand what you need to send to Commerce to apply for assistance
- Declaration of No Earned Income or Benefits Received form – this form is only for household members 18 years and older who did not earn income or receive benefits
- Frequently Asked Questions – answers common questions people ask about the program
- Buy, Sell, Move Brochure – answers questions about buying, selling, and moving a manufactured/mobile home
- Manufactured/Mobile Home Certified Contractors – a list of certified contractors if you choose to move and reinstall your home
- Commerce Return Envelope – use this envelope to send your application materials to Commerce for review

The following Commerce terms used in Manufactured/Mobile Home Relocation Assistance Program and Manufactured/Mobile Home Relocation Coordination Program materials mean the same as the terms in the identified RCWs.

Commerce Term	RCW 59.21	RCW 59.22	RCW 59.20	RCW 59.30
Homeowner	<ul style="list-style-type: none"> • Tenant 	<ul style="list-style-type: none"> • Tenant 	<ul style="list-style-type: none"> • Tenant 	<ul style="list-style-type: none"> • Tenant
Community Owner	<ul style="list-style-type: none"> • Landlord • Park-owner 	<ul style="list-style-type: none"> • Landlord • Park-owner 	<ul style="list-style-type: none"> • Landlord 	<ul style="list-style-type: none"> • Landlord • Community Owner
Manufactured/Mobile Home		<ul style="list-style-type: none"> • Manufactured Home • Manufactured/Mobile Home 	<ul style="list-style-type: none"> • Manufactured Home • Manufactured/Mobile Home • Mobile Home 	<ul style="list-style-type: none"> • Manufactured/Mobile Home • Manufacture Home • Mobile Home
Manufactured/Mobile Home Community	<ul style="list-style-type: none"> • Manufactured/mobile home park • Park 	<ul style="list-style-type: none"> • Mobile home park 	<ul style="list-style-type: none"> • Mobile Home Park • Manufactured Housing Community • Manufactured/mobile home community 	<ul style="list-style-type: none"> • Mobile Home Park • Manufactured Housing Community • Manufactured/mobile home community

How do I know if I am eligible for relocation assistance?

Commerce determines if you are eligible after we receive and review the following documentation:

1. A complete application, including the homeowner's signature and date of signature.
2. Income and benefits documentation for all household members 18 years of age and older. *Your household income must be less than 80% of the Area Median Income for the county where your home is located.*
3. Proof you owned your home when the notice of closure was issued. *Owners of recreational vehicles (RVs) and park models as defined in [RCW 59.20.030](#) are not eligible for assistance.*
4. Proof you were a homeowner living in the community when the notice of closure was issued.
5. If you own a single-section home with additional, built living space or a multi-section home, include photos as proof. *Without proof, these applications will be treated like a single-section home application.*

How do I receive relocation assistance?

1. You must continue to own your home. If you sell your home, we cannot assist you.
2. Send a completed application and required documents to:

Washington State Department of Commerce
Attn: Office of Manufactured/Mobile Home Relocation Assistance
P.O. Box 42525
Olympia, WA 98504-2525

You can also send your application and documents to omh@commerce.wa.gov.

3. You will receive cash assistance as soon as you are determined eligible (\$8,000 for a single-section home; \$12,000 for a multi-section home, including a single-section with additional built living space).
4. You will receive additional cash assistance based on the size of your home if you sign over the title to your home to the community owner, or actually remove your home from the community, within **90 days** of receiving your initial cash assistance. You will receive \$3,000 if you own a single-section home or \$5,000 if you own a multi-section, including a single-section with additional built living space.

What can I use my cash assistance for?

You can use your cash assistance to find new housing, remove and reinstall your home in another location, or demolish and dispose of your current home.

What are some common costs for finding new housing?

- Packing supplies
- U-Haul
- Gas for your vehicle
- Storage for your household belongings
- Rental application
- First and last months' rent
- Damage deposit
- Pet deposit
- Down payment on a new home

What are some common costs for removing and reinstalling my home?

- Permits
- Tear down home
- Transport home
- Reinstall home
- Inspections

What are some common costs for demolishing and disposing my home?

- Permits
- Asbestos testing/removal
- Demolition
- Clean-up
- Transport to landfill
- Landfill fees

Should I save my relocation-related documents?

Yes.

Why should I save these documents?

If you choose to remove your home from your community (remove/reinstall or demolish/dispose), you must send Commerce proof contractors are licensed, bonded, insured, and have all required certifications. Proof includes, but may not be limited to, final bids, executed contracts, copies of certifications, and copies of final permits/inspections that all work was completed satisfactorily.

If you choose to sign over the title to your home to your community owner, you must send Commerce a copy of those documents.

Can I receive financial assistance for relocation from other sources?

Yes, you can receive financial assistance for relocation from sources other than the [Manufactured/Mobile Home Park Relocation Fund](#) (fund) without impacting the amount of cash assistance you will receive from the fund. ([Chapter 28, Laws of 2021 \(E2SHB 1083\), Sec. 4., RCW 59.21.025](#))

When will I receive my relocation assistance?

We will send you an update after we review your application and all submitted documentation.

Relocation assistance requests are processed on a first come, first serve basis. Eligible homeowners receive assistance based on the availability of funds ([RCW 59.21.021](#)). However, priority is given to communities that close because of community owner fraud or as the result of health and safety concerns as determined by the local board of health ([RCW 59.21.021 \(1\)](#)).

Do you need help finding affordable housing or other services?

Call the Washington Information Network (WIN) at 2-1-1 and ask for help.

Do you have legal questions about your community closure?

Call Northwest Justice Project's CLEAR Legal Hotline at 888-201-1040.

Do you have questions about permits, moving, and reinstalling your home?

Call the Washington State Department of Labor and Industries/Factory Assembled Structures Unit at 800-647-0982.

Visit www.commerce.wa.gov/omh for additional legal and advocacy resources.

If you have questions about your eligibility for Relocation Assistance or the application process, please call/text the Department of Commerce Relocation Coordinator, Brooke Brooling, at (360) 515-8149 or email brooke.brooling@commerce.wa.gov.

If you need this information in a language other than English, please contact us. We can call you with a telephone interpreter in a language you understand best.

omh@commerce.wa.gov | 800-964-0852 | (360) 725-2971