



DEPARTMENT OF BUSINESS AND INDUSTRY
NEVADA HOUSING DIVISION
MANUFACTURED HOUSING

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Website: housing.nv.gov



Important Information for Park Owners

POSTINGS AND NOTICES:

1. A number of documents are required to be given to potential tenants, new tenants and current tenants. Be sure to familiarize yourself with what is required under NRS 118B and NAC 118B. Ensure that all tenants have received the most recent copy of NRS 118B.
2. Ensure that all items in NRS 118B.071, NRS 118B.075, NRS 118B.077 and NRS 118B.080 are properly posted or distributed as required.

LOT RENT SUBSIDY AND RENT INCREASES:

1. Information on the Lot Rent Subsidy Program can be found on our website at mhd.nv.gov
If you have tenants that are receiving subsidy, **you must notify the Division when you have a rent increase, 90 days prior to that increase.** Your notification needs to be in writing and can be faxed, mailed or emailed. Please review NRS 118B.150 for statute on rent increases.
2. If you have a tenant on Lot Rent Subsidy, you must notify the Division of any changes that may affect their eligibility, such as; additional or less people living in the home, the tenant has gone back to work, the tenant has relocated, tenant has passed away, etc.
3. Notices sent via email will receive an email confirmation of receipt.

OWNER OR MANAGER CHANGES:

1. Any of the following changes need to be reported to the Division on an Owner Change or Manager Change form as appropriate. Be sure to review the timeframes in NRS and NAC 118B:
 - A. Owner Address or phone number change.
 - B. Change to Owner's Bank Account information.
 - C. Change in Ownership entity – for instance, putting the park into the name of a Trust, Corporation or LLC.
 - D. Change in owner's State business license information or Tax ID number.
 - E. Manager or Assistant Manager Address or phone number change.
 - F. New Manager, new Assistant Manager, or Deletion of Manager or Assistant Manager.
 - G. A new manager or assistant manager will be mailed a NRS 118B acknowledgement form with a copy of NRS 118B. This form must be signed and returned by the manager and/or assistant within 10 days. This acknowledgment certifies that they have read and understand NRS 118B.
2. All Parks who have Lot Rent Subsidy Recipients **MUST** hold a valid State of Nevada Vendors Registration. If you have Subsidy Recipients, or a Recipient is approved in the future, please contact the Division immediately for the forms and assistance in filing.

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EDUCATION:

1. NRS 118B.086 sets out the requirement for education. Each manager and assistant manager of a manufactured home park which has 2 or more lots shall complete annually 6 hours of continuing education relating to the management of a manufactured home park.
2. NRS 118B.089 sets out the fines and penalties for employing a manager or assistant manager who has not completed the required education.
3. If the Park has no manager or assistant manager, the owner must complete the required education.

ANNUAL REPORTING:

1. At the end of June each year, the annual reports are mailed by the Division to the Park Owner at the address on record. The original, completed report and appropriate fees must be received by the Division no later than August 1st. Please refer to NRS 118B.185 and NRS 118B.213 (Please note, the due date of August 1st was added in the 2017 Legislative Session and is not yet showing in the current version of NRS 118B.)
2. Failure to file a correct report and pay the correct fees required under NRS 118B.185 and NRS 118B.213 will result in a 50% penalty.

STATE BUSINESS LICENSE:

Anyone doing business in the State of Nevada, including Manufactured Home Parks, must hold an active, State of Nevada Business License. This is not the same as your County or City license. To obtain a license, or verify the status of your license, please contact the Secretary of State's office. Their website is nvsos.gov

PARK OWNED HOMES AND SUBSTANDARD STRUCTURES:

Please familiarize yourself with NRS 461A pertaining to substandard structures, and NRS 489 pertaining to titling and who can work on homes. Anyone working on a Manufactured Home MUST be licensed with MHD – not necessarily with the Contractors Board. Parks cannot do work on their park-owned homes that require permits. You can verify licenses on our website at mhd.nv.gov. Homes that are substandard cannot be sold, rented, leased or occupied, or offered for any of those. NRS 461A.120 defines substandard. Homes cannot be sold as-is if any required repairs fall within the substandard definition. Homes that the Park obtains or holds title to must be sold using a Dealer licensed in accordance with NRS 489, unless the home was obtained by lien sale.

MISCELLANEOUS:

Even if you have a manager who has completed the education, it is beneficial for each Park Owner to familiarize themselves with NRS 118B and NAC 118B and attend at least one class. Our website contains a link to the statutes and regulations. Manufactured Housing Division's website contains forms and information beneficial to Park Owners and Managers. The website is located at mhd.nv.gov

Additional information and help for Park Owners can also be obtained by contacting a private association of Park owners, Manufactured Home Community Owners' Association (MHCO).

Las Vegas Office - Jeanette Winters, (702) 731-1900 or by email jwmhconv@cox.net;

Reno Office – Marolyn Mann, (775) 622-9641 or by email Mmmhconv@aol.com