



**State of Washington**  
**Business Licensing Service**  
 PO Box 9034  
 Olympia WA 98507-9034  
 1-800-451-7985

Owner/business name
UBI number

## Manufactured/Mobile Home Community Registration

This form must be submitted with a Business License Application.

### Instructions

Complete sections A and B on this form and make sure the following information is entered correctly on the Business License Application (BLA):

- On **line 3.d.** of the BLA enter the mailing and physical location (street) addresses of the community (the 'park') you are registering with this application.
- In **section 3.a.** of the BLA enter the information of the legal owner of the real property you identified on **line 3.d.**
- On **line 3.c.** of the BLA enter the name of the community (the 'park') you are registering. If this park name is different than the full, legal name of the owner you listed in **section 3.a.**, the park name must also be listed on a line in **section 2** of the BLA to register it as a "Trade Name".

### **A** Landlord(s) and/or manager(s) information

If the owner of the community utilizes a landlord and/or manager at this community, identify those persons below. If either the landlord or manager is the same as the owner write "same as owner" below. If no one is acting as the landlord or manager write "none" on the name line.

Landlord name		
Address <i>Street or route</i>		
City	State	Zip code
Manager name		
Address <i>Street or route</i>		
City	State	Zip code

### **B** Additional information and fees

- How many lots (spaces) are in this community, both occupied and vacant? \_\_\_\_\_
- Attach a list containing the full address for each lot you counted in #1 above. Provide an address even if the lot is currently vacant. If the addresses are identical for each lot except for the lot number, you may write the full address just once, and then just identify each lot number that uses that same address.
- How many manufactured and/or mobile homes are currently within the community? Count only those where the owner of the home rents the lot on which the home is located, and does not have any ownership interests in the real property of the community. *Use that number to calculate the fees below:*

_____	X	\$10	=	\$	_____
Number of homes		Fee per home			Total fees due
- Open date of the community under this ownership structure: \_\_\_\_\_
- Write: "**MFD Home Community Registration**" on a line in **section 2** of the **BLA**, and write the amount of the "Total fees due" from above next to it.

**Note:** The registering owner is responsible for paying, on time, all registration and handling fees due to the Department of Revenue. However, the owner may collect up to \$5 of each \$10 MFD home registration fee from the tenants residing in the community.