



July 30, 2022

Name
Organization/Company name
Address 1
Address 2
City, State Zip code

RE: You must pay the state a Manufactured Home Relocation Trust Fund Fee by December 15.

Dear Manufactured Home Park Owner,

In 2007, the Minnesota Legislature created the Minnesota Manufactured Home Relocation Trust Fund. The Trust Fund is used to provide manufactured homeowners compensation in the event that all or part of their manufactured home park closes. Pursuant to Minnesota Statutes, section 327C.095, you must pay \$15 per licensed lot within your manufactured home park. Enclosed is an invoice with the amount you owe. Statute requires you to pay this amount by December 15.

Why do I have to pay a fee?

As required by Minnesota Statutes, section 327C.095, if the balance in the Minnesota Manufactured Home Relocation Trust Fund is less than \$2,000,000 on June 30 of each year, Minnesota Management and Budget must assess each manufactured home park owner a fee of \$15 for each licensed lot in their park. All collected fees are deposited into the Minnesota Manufactured Home Relocation Trust Fund
<https://www.revisor.mn.gov/statutes/cite/327C.095>.

What does a manufactured home park owner need to do?

1. Review the enclosed invoice for accuracy. You must adjust the payment to Minnesota Management and Budget by adding lots if the total number of homeowner-occupied licensed lots is incorrect on the invoice. You may also subtract any lots that are vacant, lots that are non-homeowner occupied such as rental homes, or lots of manufactured homeowners who did not pay the \$15 fee if you assessed the fee, you followed the notice and collection requirements described in these materials, and homeowners did not pay the fee by October 31.
2. Distribute the enclosed notice (with the heading “Minnesota Manufactured Home Relocation Trust Fund Notice for Distribution to Residents”), without alteration, to all residents by September 15.
3. Allow residents an opportunity to pay the park owner the \$15 fee until October 31.
4. Use the enclosed form to collect information on which park residents and lots have been accounted for. Return a copy of this form with your payment. We will not share homeowner names with third-parties or non-government entities.
5. For seasonal parks please notify Minnesota Management and Budget your status is still seasonal by:
 - Filling in the check box on the enclosed invoice and return to Minnesota Management and Budget;
 - or
 - Filling in the check box on the enclosed invoice and faxing it to 651-296-8685; or
 - Emailing ManuHomeRTF@state.mn.us with your status.

6. Send a check payable to: Commissioner of Minnesota Management and Budget (MMB) or Commissioner of MMB with the correct amount to the address on the enclosed invoice by December 15. **Do not have the park residents submit their \$15 fee directly to Minnesota Management and Budget.**
7. Each of these steps must be completed to be eligible to subtract any lots from your payment.

Questions?

For questions related to this notice:

- View the Frequently Asked Questions on our website at mn.gov/mmb/debt-management/cash-management/mn-manufacture-home/
- Call: Minnesota Management and Budget at 651-201-8080
- Email: ManuHomeRTF@state.mn.us

For all other questions not related to this notice:

- Send an email to address above
- Call: Minnesota Housing Finance Agency at 651-296-3617

Thank you.

Sincerely,

Minnesota Management and Budget