

Memo

Date: February 27, 2018

To: County and City Assessors

From: Emily Anderson
Information and Education Section

RE: Class 4c(5)(iii) – Class I Manufactured Home Park Application

Class 4c(5)(iii)-Class 1 Manufactured Home Park was added during the 2017 Legislative Session. We have created the attached application for you to use to determine if a manufactured home park meets the requirements for the new classification.

The requirements listed in statute, which are included in the application, are the following:

- 12 hours of qualifying education courses must be completed by either the owner or on-site attendant every three years.
- The park owner must maintain **original** course completion certificates and provide them to the county assessor, within 30 days, upon request.

The application states the applicant must attach copies of the completion certificates at the time of application, however, you may request the original completion certificates.

When can the accumulating of education hours begin?

Park owners or on-site attendants were allowed to start attending qualifying classes in 2017, so your office may have already begun receiving questions regarding education requirements.

What are the specific education requirements?

We have had a few questions of what type of training or education qualifies and if the assessor can require them to take certain classes. Per statute, the classes must be approved by the Department of Labor and Industry or the Department of Commerce for continuing education in real estate or continuing education for residential contractors and manufactured home installers. The 12 hours that are required are broken down to specific courses in the following:

- 2 hours on fair housing and one hour on the Americans with Disabilities Act, both approved for real estate licensure or residential contractor license.
- 4 hours on legal compliance related to any of the following: landlord/tenant, licensing requirements or home financing.

- 3 hours of general education which again must be approved for real estate, residential contractors, or manufacture home installers.
- 2 hours of HUD-specific manufactured home installer courses.

These different blocks are listed on the application. To verify if the courses completed meet one of the requirements above you must verify the courses are approved by the Department of Labor and Industry or the Department of Commerce when reviewing the certificates.

When is the due date of the application?

The due date is December 15 of the assessment year, so for a park to qualify for the 2018 assessment year, the application must be returned to the county assessor by December 15, 2018.

What other additional information may be useful?

Some statutes you will want to be aware of are the following:

- Minnesota Statute 327C.01 defines a Class I manufactured home park as a park complying with 327C.16.
- 327C.16 is a statute that defines the approved continuing education training the owner or on-site attendant must complete.

What if I have questions?

If you have questions, email your questions to the Information and Education Section at proptax.questions@state.mn.us.