



VIRGINIA DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT

Partners for Better Communities

600 East Main Street, Suite 300
Richmond, Virginia 23219
(804) 3741-7000
www.dhcd.virginia.gov

APPLICATION FOR REGISTRATION OF MANUFACTURED HOME PARK

All applications must be submitted electronically to DHCD at DHCDPolicy@DHCD.Virginia.gov.

Item 102.Q of the 2026 Budget Bill requires the Department of Housing and Community Development (DHCD) to create and maintain a registry of Manufactured Home Park Owners (Owners) in the Commonwealth of Virginia. Owners shall submit this form to DHCD to serve as proof of operations within the Commonwealth. **For Parks in operation on or before July 1, 2026, this application must be filed by December 28, 2026.** When selling the Manufactured Home Park (Park) pursuant to § 55.1-1308.1 or 55.1-1308.2 of the Code of Virginia, the Owner shall disclose the need to register the Park under the new ownership at time of transfer of title. Should an Owner seek to change the use of the Park pursuant to § 55.1-1308 of the Code of Virginia, the Owner must provide notice to DHCD of their intention to change the use of the property at least 180 days before the community ceases operations.

1. Full Name of Manufactured Home Park:

2. Manufactured Home Park Address:

3. Number of Lots:

4. Contact Information for Owner, or Onsite Emergency Contact:

Individual Business Entity

Name

Address

Phone

Email

5. Registered Agent Representing the Owner in the Commonwealth:

Yes No (*proceed to question 6*)

Name _____

Address _____

Phone _____

Email _____

6. Communications from DHCD should be sent to: Owner/Onsite Contact Registered Agent

7. Certification

I certify that the information provided in this registration is true and accurate, and that this manufactured home community is operating within the Commonwealth of Virginia in compliance with statutory requirements. I also certify that I am authorized to sign this application on behalf of the above-named Manufactured Home Park. I understand that:

- Registration is required for operation within the Commonwealth.
- Any sale or transfer of ownership requires disclosure of registration obligations to the new owner.
- Any change of use under §55.1-1308 requires notice to DHCD **180 days** prior to cessation of operations.

Signature of Owner or Authorized Agent:

Printed Name and Title:

Date:

	Date Received	Date Processed	Initials
OFFICE USE ONLY			