

Readopt with amendments, Man 300, effective 2/16/05 (document #8287), to read as follows:

CHAPTER Man 300 BOARD OF MANUFACTURED HOUSING FEES

PART Man 301 BOARD OF MANUFACTURED HOUSING FEES

Man 301.01 Fees.

(a) Fees shall be as follows:

- (1) A complaint filing fee shall be \$25.00 in accordance with RSA 205-A:27, IV (a);
- (2) Authenticated copies of hearing *recordings* ~~tapes~~ shall be available at a cost of \$30.00 per *electronic media* ~~cassette~~; and
- (3) There shall be a charge of \$0.20 per copy page for all public documents.

Man 301.02 Waiver of Fee. When a party is financially unable to pay any fee, that party may file a request for waiver of the fee which request shall include either a copy of the party's most recent tax return or a signed financial affidavit that lists current income and expenses and assets and debts. The board shall grant the waiver if the Board determines that:

- (a) The party's expenses substantially exceed their income or their debts substantially exceed their assets; and
- (b) The fee will cause an unfair financial burden on the party.

Readopt Man 400, effective 2/16/05 (document #8287), to read as follows:

CHAPTER Man 400 BOARD OF MANUFACTURED HOUSING FORMS

PART Man 401 BOARD OF MANUFACTURED HOUSING COMPLAINT FORM

Man 401.01 Complainant.

(a) On the complaint form the tenant or manufactured housing park owner shall list the following:

- (1) Name;
- (2) Mailing address; and
- (3) Telephone numbers at home and work.

(b) In accordance with Man 203.01 (a), the complainant shall complete a statement certifying that at least 5 days prior to submission of this complaint, the complainant notified the respondent in writing of the conditions constituting this complaint and has made a good faith attempt to resolve the matter without filing a formal complaint.

Man 401.02 Representative. Any representative if other than tenant or manufactured park owner shall comply with Man 401.01 in addition to submitting the following:

- (a) Representative's name;
- (b) Representative's mailing address; and
- (c) Representative's telephone number at home and work.

Man 401.03 Properties Affected by Complaint.

(a) The complainant shall include on or with complaint form Section I – Complaint a brief description of the manufactured housing park, its location, the existing number of homesites, and the number of future homesites if more are planned.

(b) The complainant shall submit the following information relating to the respondent named in this complaint:

- (1) Respondent's name;
- (2) Respondent's mailing address; and
- (3) Respondent's telephone number at home and work.

Man 401.04 Reason for Complaint. The complainant shall have the burden of proof, therefore, he/she shall state with specificity the reasons supporting his/her complaint. The complainant shall list each complaint citing RSA 205-A:2, RSA 205-A:7, and/or RSA 205-A:8 and each affected paragraph thereof.

Man 401.05 Manufactured Housing Park Rules. The complainant shall attach a complete copy of the applicable manufactured housing park rules.

Man 401.06 Certifications by Complainant. By signing the complainant shall certify under the penalties of RSA 641:3 that:

(a) All of the facts contained in this complaint are complete and truthful to the best of the signer's knowledge; and

(b) A completed copy of the complaint form has been mailed or delivered to the respondent on the same date that the complaint is filed with the board.

Man 401.07 Certification and Appearance by Representative. By signing the complainant's representative shall certify under the penalties of RSA 641:3 that:

- (a) All certifications made pursuant to Man 401.06 are true;
- (b) The complainant has authorized this representation; and
- (c) A copy of this complaint form was sent to the complainant.

Man 401.08 Complainant Filing Instructions.

(a) One copy of the completed Section I – Complaint shall be filed with the board along with a nonrefundable \$25.00 filing fee payable to "Treasurer, State of New Hampshire". The filing date shall be the date this form is received by the board clerk.

(b) On the same day, one copy of the completed Section I – Complaint including Section II - Response shall be mailed, or delivered to the respondent for response to the specifications of the complaint.

#### PART Man 402 BOARD OF MANUFACTURED HOUSING RESPONDENT FORM

Man 402.01 Receipt of Complaint Form by Respondent. Upon receipt of a complaint form from the complainant, the respondent shall:

(a) Complete the Section II - Response and file the same with the board within 14 days of receipt.

(b) On the same day of filing with the board mail or deliver one copy of the Section I - Complaint including the completed Section II - Response to the complainant.

Man 402.02 Respondent. The respondent shall submit the following information on Section II - Respondent:

- (a) Respondent's name;
- (b) Respondent's mailing address; and
- (c) Respondent's telephone number at home and work.

Man 402.03 Manufactured Housing Park Rules. The respondent shall attach a complete copy of the manufactured housing park rules applicable to the named park.

Man 402.04 Rebutting Statement by Respondent. The respondent shall state with specificity the reasons for rebutting the complaint as specified in Man 401.04. The respondent shall list each rebuttal statement citing RSA 205-A:2, RSA 205-A:7, and/or RSA 205-A:8 and each affected paragraph thereof.

Man 402.05 Certification by Respondent. By signing below, the respondent certifies under the penalties of RSA 641:3 that:

(a) All of the facts contained in this rebuttal are complete and truthful to the best of the signer's knowledge; and

(b) A completed copy of Section II - Respondent has been mailed or delivered to the complainant on the same day.

Man 402.06 Certification and Appearance by Respondent Representative.

(a) By signing below, the respondent's representative certifies under the penalties of RSA 641:3 that:

- (1) All certifications in Man 402.04 and Man 402.05 are true;
- (2) The respondent has authorized this representation; and
- (3) A copy of this form was sent to the respondent.

Man 402.07 Respondent Filing Instructions.

(a) The respondent shall file the completed rebuttal statements of the complaint form with the board within 14 days of receipt of the complaint form.

(b) On the same day of filing with the board the respondent shall mail or deliver one copy of the rebuttal statements to the complainant.

(c) Failure to timely file will constitute a default and the board shall default the respondent pursuant to Man 208.10.