



Arkansas Manufactured Home Commission

Arkansas Department of Labor & Licensing

900 West Capitol, Suite 400, Little Rock, AR 72201

501-324-9032 (O) * 501-683-3538 (F) * AMHC@Arkansas.gov

AMHC Consumer Complaint Form *(Please Type or Print)*

OFFICE USE ONLY

CC # _____
Reg # _____

Homeowner's Name		Is Physical Address Same as Mailing	Yes <input type="checkbox"/> No <input type="checkbox"/>
Mailing Address		Physical Address	
City, State, Zip		City, State, Zip	
Phone Number			
	Home	Work	Cell
Email			STATE SAA: _____

Date Manufactured		AMHC Decal #	
Unit Serial #		Installation Date	
HUD Label #		Inspection Date	

Date Purchased		Purchased	<input type="checkbox"/> New <input type="checkbox"/> Used
Is this a Secondary Move (Check One)	<input type="checkbox"/> Yes <input type="checkbox"/> No	If Yes, Date of Move	

Manufacturer's Name		AMHC License #	
Mailing Address		Physical Address	
City, State, Zip		City, State, Zip	
Phone Number		Fax Number	
Email			

Retailer's Name		AMHC License #	
Mailing Address		Physical Address	
City, State, Zip		City, State, Zip	
Phone Number		Fax Number	
Email			

Installer's Name		AMHC License #	
Mailing Address		Physical Address	
City, State, Zip		City, State, Zip	
Phone Number		Fax Number	
Email			

AMHC Staff Notes	



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Items of Complaint

(Be Brief, But Specific)

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AMHC Consumer Complaint Process

A. Monitoring

1 Receipt of Complaint

All complaints received are forwarded to the parties involved. Within twenty working days, this agency will have communicated with these parties to discuss potential methods of resolution.

2 Follow-Up

Following those discussions, this agency will follow-up with the complainant to monitor progress.

3 Next Steps

Conclusion of the complaint, monitoring of scheduled work, or an on-site dispute resolution inspection may be scheduled.

B. Dispute Resolution

1 Inspect

Inspections are conducted, in cooperation with the parties involved, to determine and assign responsibilities in accordance with applicable standards and rules.

2 Report

This agency will produce a report describing its observations, assign responsibilities, and establish a timeline for completion.

3 Conclusion

This agency will monitor progress until the assigned responsibilities are resolved.