



**STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS**

**Department of Business Regulation  
DIVISION OF COMMERCIAL LICENSING AND  
RACING AND ATHLETICS**

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September 15, 2008

TO ALL MOBILE AND MANUFACTURED HOME PARK LICENSEES:

RE: LICENSE RENEWAL - 2009

Enclosed please find a renewal application for your mobile and manufactured home park for calendar year 2009. This application must be completed and returned to the Department of Business Regulation at the above address by November 15, 2008.

The Department recommends that licensees begin working on the application immediately for November 15 submission since, among other requirements, the application requires licensees to submit certain certifications from various state and/or municipal governmental bodies pursuant to Rhode Island General Laws §31-44-1.7 (c). **Applications not completed in a timely manner will be subject to sanctions.**

As an aid to licensees to secure said certifications the Department has enclosed two lists:

The first contains contact people and phone numbers at the local government level.

The second list contains contact people at appropriate state agencies.

The Department has made every effort for these lists to be relevant and helpful. However, the lists may not be entirely accurate or comprehensive. The lists are meant merely as an aid to licensees. Ultimately it is the responsibility of licensees seeking renewal to ensure that all appropriate persons, agencies and/or governmental authorities are contacted in a timely manner in order to secure the appropriate certifications for November 15, 2007.

Also enclosed is a **Certification form from the Division of Taxation, which must be forwarded by you to the Tax Division after you have filled in the required information.**

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Please note that in those cases where a mobile home park is connected to a municipal water system and/or a municipal sewage system, **a copy of the bill from the billing authority will serve as certification as required by law.**

Kindly make out all checks to this department to the **Rhode Island General Treasurer.**

The information contained in this packet as well as Rhode Island General Laws pertaining to mobile home parks is available at the Department's web site [www.dbr.state.ri.us](http://www.dbr.state.ri.us).

If you have any questions about the renewal process, I may be contacted at (401) 462-9646.

Very truly yours,

Thomas Broderick, Chief  
Public Protection  
Inspector