



STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS

Department of Business Regulation  
Division of Commercial Licensing

and Racing and Athletics

John O. Pastore Center  
1511 Pontiac Ave, Building 69-1  
Cranston, RI 02920-0942

Telephone (401) 462-9506

FAX (401) 462-9645  
TTY: 711

[www.dbr.ri.gov](http://www.dbr.ri.gov)

SEPTEMBER 15, 2011

TO ALL MOBILE AND MANUFACTURED HOME PARK LICENSEES:

Re: LICENSE RENEWAL – 2012

Enclosed please find a renewal application for your mobile and manufactured home park for calendar year 2012. This application must be completed and returned to the Department of Business Regulation at the above address by November 15, 2011.

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 SS31-44-1.7(c). **Applications not complete in a timely manner will be subject to sanctions.**

As an aid to licensees the names and address of contact people at the city/town government level available on the internet at address [www.muni-info.state.ri.us/municipalities](http://www.muni-info.state.ri.us/municipalities). Additionally 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.

Also enclosed is a Certificate from the Division of Taxation, which must be forwarded by you to the Tax Division after you have filled in the required information. This certificate must be mailed to:

DIVISION OF TAXATION  
ONE CAPITOL HILL  
PROVIDENCE RI 02908-5812  
ATTN: STEVEN COBB, CHIEF REVENUE AGENT

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 certification for November 15, 2011.

Please note that in those cases where a mobile home park is connected to a municipal water system and/or 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) 462-9647.

Very truly yours,

Evelyn B. Ferrara  
Mobile Home Section

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