



State of Rhode Island and Providence Plantations
DEPARTMENT OF BUSINESS REGULATION
1511 Pontiac Avenue, Bldg. 69-1
Cranston, Rhode Island 02920

**Division of Commercial Licensing and
Racing and Athletics**

September 11, 2013

TO ALL MOBILE AND MANUFACTURED HOME PARK LICENSEES:

Re: LICENSE RENEWAL – 2014

Enclosed please find a renewal application for your mobile and manufactured home park for calendar year 2014. This application must be completed and returned to the Department of Business Regulation at the above address by November 30, 2013.

The Department recommends that licensees begin working on the application immediately for November 30 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 SS 31-44-1.7(c). **Applications not complete in a timely manner will be subject to sanctions.**

To assist the licensees, I have provided a link with the names and address of contact people at the city/town government level available thru the internet at:

www.muni-info.state.ri.us/municipalities.

Additionally, enclosed are 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

Mobile Home Park
License renewal – 2014

Tel: 401-462-9506

Fax: 401-462-9645

TTY: 711

Web Site: www.dbr.ri.gov

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 30, 2013.

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.

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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