

COMPLAINT FORM

SECTION II - RESPONSE TO COMPLAINT

BY THE RESPONDENT

INSTRUCTIONS:

- (1) You are required to file a response to this complaint within 14 calendar days of receipt.
- (2) Read carefully the complaint that has been filed and the items that have been marked on page 4 through page 7. The Board has required the Complainant to provide you with a copy so that you can respond to the complaint within the prescribed 14 days.

The Board encourages mediation with the Complainant to attempt a settlement of these matters before they are scheduled for hearing.

- (3) Respondent must complete Section II attached.
- (4) Return your response to:
NH Board of Manufactured Housing
NH Office of Professional Licensure & Certification
121 South Fruit Street, Suite 201
Concord, NH 03301-2412
Telephone: (603) 271-2219

**COMPLAINT FORM
SECTION II - RESPONDENT**

Man 402.01 Receipt of Complaint Form by Respondent.

Upon receipt of a Complaint Form, the Respondent shall complete and file Section II - Respondent, of this complaint form within 14 calendar days.

Man 402.02 Respondent.

(a) Name: _____

(b) Mailing Address: _____

(c) Telephone Number: (Home) _____ (Work) _____

Man 402.03 Manufactured Housing Park Rules.

Attach a complete copy and date issued 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 required in Man 401.04. List each rebuttal statement **separately** citing the relevant statute(s) (RSA 205-A:2, RSA 205-A:7, and/or RSA 205-A:8), and each affected paragraph therefore. Use an attached list if necessary.

Man 402.05 Certification by Respondent.

(a) By signing below, the Respondent certifies under the penalties of perjury (RSA 641), that all 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 delivered to the Complainant on _____ by hand delivery, mail or by courier. (Circle one). (date)

Date: _____

(Signature)

(Signature)

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Man 402.06 Certification and Appearance by Respondent's Representative.

- (a) By signing below, the Respondent's representative certifies under penalties of perjury (RSA 641):
- (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 client (and opposing party).

Date: _____

(Signature)

Man 402.07 Respondent Filing Instructions.

- (a) The Respondent shall file the completed rebuttal statements of the complaint form with the Board by hand delivery, postmarked by the post office, or receipted by an overnight delivery service within 14 calendar days of receipt of the complaint form.
- (b) Failure to timely file will constitute a default and the Board shall default the Respondent pursuant to Man 201.15.

MAKE A COPY OF THIS DOCUMENT FOR YOUR FILE