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## New Mexico Regulation and Licensing Department

### MANUFACTURED HOUSING DIVISION

5500 San Antonio Drive NE • Albuquerque, NM 87109 • (505) 222-9870

[www.RLD.state.nm.us/Construction](http://www.RLD.state.nm.us/Construction)

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**Important information regarding requirements and business procedures during the COVID-19 pandemic. The below Policy goes into effect immediately.**

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Date: March 28, 2020

To: All licensed contractors and Qualifying Parties

From: Amanda Roybal, Director of Manufactured Housing Division

A handwritten signature in black ink, appearing to read "Amanda Roybal".

RE: Office Closure

COVID-19 is presenting unprecedented challenges to all of us, in particular the construction industry, which is deemed an “essential” business. Due to the contact contractors, home/project owners, and division employees have in fulfillment of construction projects, we must have guidelines in place in order to move projects forward while being extra vigilant about complying with the Governor’s and the Department of Health’s orders as to protecting all from the spread of the virus. Not wanting to detriment construction projects but noting the importance of protecting contractors, their employees, project owners, our employees and the public at large, it has become necessary to implement some additional limitations on what the division can accept and continue to provide as services.

Therefore, the following shall be implemented as of start of business, Monday, March 30, 2020:

The division offices will be closed to the public. Employees will make every effort to timely respond to all inquiries and to assist each person while complying with the Governor’s and the Department of Health’s Order as to social distancing.

Until further notice, the division offices will be accepting paper plans, permit, or applications on the following days and times:

Santa Fe MHD office - Wednesday, from 9:00 a.m. to 11:00 a.m.;

Albuquerque MHD office - Monday, from 8 a.m. to 10:00 a.m.;

Las Cruces MHD office - Tuesday, 10:00 a.m. to 12:00 p.m.

Thank you