

EACH MANUFACTURED HOUSING DEALER MUST GENERATE A CONTRACT WITH EVERY CONSUMER THAT LISTS THE FOLLOWING INSTALLATION STEPS AND SPECIFIES EACH PARTY'S INSTALLATION OBLIGATIONS.

Home Placement Evaluation: *(Must be conducted by a licensed dealer or contractor)*

1. Conducting a soil evaluation (soil test).
2. Designing footings.
3. Physical inspection of the home site.

Site Preparation:

1. Clearing and providing access to site.
2. Rough grading the site.

Installing the Support System:

1. Installing footings.
2. Installing piers, foundation walls and other equivalent systems.

Level and trim the home: *(Must be conducted by a licensed dealer or contractor)*

1. Positioning and leveling the home on its support system.
2. Anchoring the home.
3. Close-in.
4. Trim and adjustment.
5. Cross-over connects (non-electrical).

Utility Connections:

1. Electric.
2. Gas.
3. Sewer Systems.
4. Water.

Installation of Optional Accessory Items:

1. Installation of fascia (skirting).
2. Ventilation of fascia.

Final Grade and Water Control:

1. Footing backfill.
2. Installation of vapor barrier.
3. Final grading of site.

(Dealers may choose the form of contract, but each item above must be part of the contract).

Company Name
Address
City, State, Zip

Telephone # :

Please specify each party's responsibility by initials in proper box>> **Consumer** | **Licensee**

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Licensee Signature

Consumer Signature

Date