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HOME OWNER'S MANUAL

P.O. Box 199
White Pigeon, Michigan 49099

KEEP THIS BOOKLET WITH YOUR HOME

THE PURPOSE OF THIS MANUAL

Like any valuable investment, your home needs tender loving care to keep it in smooth working order and to assure its being a source of pride and enjoyment to you and your family. The responsibility for its maintenance is largely yours. The routine is fairly simple - but it does require that you give it attention before problems arise. This book has been prepared to help you meet your responsibilities and to explain the principal areas of your home which should receive regular attention.

The Maintenance Calender will help you give regular attention to the working systems of your home, including:

- The central utility systems of plumbing, heating, electricity, and gas.

- The structure of your home - roof, floors, windows, doors.

- Special problems such as moisture, or shrinkage and expansion.

- Special safety features in your manufactured home.

Some routine tasks can be performed by you, others require the services of trained and qualified personnel. We suggest that you attempt only those home repairs that you know you are qualified to perform. Structural changes, repair of the operating equipment, electrical, gas, or water systems should be attempted only by qualified service personnel.

The vital information regarding the performance of this home will be found on the DATA PLATE that is normally located in the cabinet above the range. This data plate is your reference guide about the functioning of your home WITHIN THE GEOGRAPHICAL AREA FOR WHICH IT HAS BEEN DESIGNED. It provides the following information:

1. Manufacturer's Name and Address.

2. The serial number and model of the home. Date of manufacture.

3. A statement of conformance to the Federal Manufactured Home Construction and Safety Standard.

4. A listing of all factory-installed equipment and the manufacturer's name and model designation of all appliances that are installed in the home.

5. Maps which explain the geographical structural zone of the USA for which the home has been manufactured, the snow and/or wind live loads which the roof will withstand, and the outdoor winter design temperature zones.

A Heating Certificate provides information regarding the outdoor winter design temperature for which the home is acceptable and the lowest outdoor temperature for which the installed heating equipment has the capacity to maintain an average temperature of 70 degrees F.

Information about the readiness of the home to accept a central air conditioning system will be given in one of two possible ways on a Comfort Cooling Certificate. These are:

If the air distribution system is suitable for use (but not equipped) with air conditioning, a statement is provided.

If your home is equipped with an air supply duct system that is NOT suitable for installation of central air conditioning, this fact will be stated.

A Special Word to You, the Manufactured Home Owner

The National Manufactured Housing Construction and Safety Standards Act of 1974 was enacted to improve the quality and durability of manufactured homes and to reduce the number of injuries and death caused by manufactured home accidents. The Federal manufactured home construction and safety standards issued under the Act govern how manufactured homes must be constructed. Your manufactured home was manufactured to the standards. The standards cover the planning and construction of your home. They were developed so that you would have a safe, durable home. The standards do not cover such aspects of the manufactured home as furniture, carpeting, certain appliances, cosmetic features of the home and additional rooms or sections of the home that you have added.

The act provides that if for some reason your manufactured home is found not to meet the standard or to contain safety hazards, the manufacturer of the manufactured home must notify you of that fact. In some cases where there is a safety hazard involved, the Act requires the manufacturer to correct the manufactured home at no cost to you or to replace the home or refund all or a percentage of the purchase price. If you believe you have a problem for which the Act provides a remedy, you should contact the dealer, the manufacturer, the manufactured home agency in your state (see pages 29 & 30 of this manual), or the Department of Housing and Urban Development. Our address is printed on the front cover of this manual. We recommend you contact either the dealer or us first, because that is the quickest way to have your complaint considered.

To assist us should we need to contact you, please insure that the dealer has filled out and mailed the first part of the Owner Registration Card which we have provided.

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Owner's Responsibility: As the owner of your new home, it is your responsibility, working in conjuction with your retailer, to see that your home is properly leveled and set up, including all of the necessary blocking, leveling, anchoring, utility connections, tests, adjustments, etc., described in the Set Up & Installation Manual that has been supplied with your home. It is also your responsibility to provide preventative maintenance as may be required. It is suggested that minor adjustments to your home may be more effectively made by you, the home-owner. You should also become familiar with the Data Plate which is described in this manual.

What the owner is expected to do: Your home, like any other quality residence, requires periodic routine maintenance to keep it in good condition. Following are some things you should do to protect your home and keep it in good condition:

1. Complete and return a Homeowner Information Card if your retailer has not already done so, and any registration cards furnished with your appliances. Read all of the appliance warranties and instructions (make sure you understand them) ask your retailer if necessary.

2. Find out from your retailer how to get emergency service for appliances, heating, electrical, water, gas, etc. Record this information on the sheet provided herein.

3. Clean all appliances (ranges, furnace, filters, etc.) at the recommended intervals. Clean the oil furnace as recommended by the furnace manufacturer.

4. Clean and check the plumbing fixtures regularly for proper operation. Follow the directions for cleaning.

5. Have a set of tools to make minor adjustments. Tools should include a hammer, screwdrivers with an assortment of tips, standard pliers, slip-joint pliers, and open end wrenches.

6. Have a qualified person check the tie-downs and the foundation regularly to assure that they are secure.

7. Keep animals from under the home. They can do damage to power lines, phone lines, water pipes, gas pipes, etc.

8. In freezing climate, purchase, install, and connect a water inlet heat tape. In the spring, disconnect it. Failure to do this may cause frozen pipes. Frozen pipes can break!

9. Install ventilated skirting to help protect against condensation.

10. Have a ground vapor barrier, under the home to help protect against condensation.

11. Check any fuel oil for water accumulation. Have it pumped out if necessary. Lock the top of any fuel-oil tank. Make sure a fuel filter is installed in any fuel-oil pipe,

12. Stresses and vibrations incurred in shipping may create the need for minor maintenance. If you failed to notice some things at the time of delivery, make those adjustments yourself. If a moulding comes loose, nail it back. If a trap leaks, tighten it. Your retailer and manufacturer want you to be a satisfied customer, but unreasonable demands for minor service items aren't fair either.

13. If you install a dryer, make sure it is vented to the outside of the skirting or through the exterior wall.

> **CAUTION: Failure to properly vent your dryer may cause severe condensation damage to your home and may create a fire hazard because of the accumulation of combustible material (lint).**

14. Check the home roof twice a year. (See Exterior Maintenance section of this manual.)

15. Make minor adjustments to cabinet doors and drawers, renail loose mouldings, renail paneling that comes loose, tighten a leaking p-trap, remove stains from the ceilings with a little bleach and water, hammer in loose nails, tighten loose screws, etc.

16. The interior panels of the home are fastened with glue and staples. The moulding and trim are fastened with staples and nails. This fastening method is standard procedure in the manufactured housing industry. The filling of holes in the moulding is not covered under the homes warranty and will be the responsibility of the homeowner.

LIMITED WARRANTY

The Fortune Homes Limited Warranty is included on the following pages in this homeowner manual. We urge you to read the Limited Warranty carefully so that you will understand the coverage provided and what is not covered. If you do not have a copy of the Limited Warranty, please contact your retailer or Fortune Homes, at the address included on the cover of this manual.

WARRANTY SERVICE PROCEDURE

For warranty service on your home, we ask you to take the following steps:

1. Apply for warranty service through the retailer who sold you your home.

2. Make a complete list of the specific service needed and give it to your retailer. Be sure to include the serial number, date your home was purchased, your address, phone number, and signature. Providing a written list will help expedite correction of all defects in one visit to your home.

3. When a retailer has a copy of your list, then he will provide warranty service for warranty items or the retailer will contact the home manufacturer for warranty service that is beyond the capability of the retailer.

4. If you can not contact the retailer from whom you purchased your home or if the retailer does not respond to your request for warranty service, please contact (in writing) the factory where your home was built.

LIMITED WARRANTY

Coverage Provided

Your new home, including the structure, plumbing, heating, fire safety and electrical systems, and all appliances and equipment installed by Fortune Homes (the "Manufacturer"), is warranted by the Manufacturer, when used only for residential purposes, under normal use to be free from manufacturing defects in material or workmanship, except as provided below. Your new home is also warranted to have been designed and constructed in accordance with applicable Federal Manufactured Home Construction and Safety Standards.

This warranty extends to the first retail purchase and his transferee(s) ("Owner") begins on the later of the date of original retail purchase, or the date of delivery, and extends for a period of one year from that date.

The Manufacturer will, subject to the remaining provisions of this warranty, repair or replace, at its option but without cost to the Owner, at the site of the home if reasonably practicable, any defective workmanship, part or parts within the scope of this warranty, provided that written notice of the defect is received by the Manufacturer or the retailer of the home ("Retailer") from the Owner at their business address within ten (10) days after the expiration of the warranty period.

Owner's Obligations

The Owner is responsible for normal maintenance and care as described in the Homeowner Manual.

If a problem occurs that the Owner believes is covered by this warranty, the Owner shall contact the Retailer who sold the home, giving the Retailer sufficient information to enable it to resolve the matter. However, applicable, equipment and fixtures are covered under seperate warranties by their respective manufacturers, and the Owner must first apply to such manufacturers for relief from defects in such items.

Retailer Obligations

By agreement with the Manufacturer, the Retailer is obligated at no charge to the Owner to repair or replace any parts necessary to correct defects in material or workmanship covered by this warranty. The Retailer may have other obligations to you.

If the Retailer Does Not Resolve the Problem

If the Retailer does not correct the defect and the Owner believes that the defect is covered by the warranty, the Owner shall contact the Manufacturer's factory at the address shown below and in writing describe the problem. If the factory personnel fail to resolve the problem, the Owner shall notify the Quality Assurance Manager at Fortune Homes in writing at the address below and describe the problem and attempts made to resolve it. Delegation of the authority to repair to the Retailer in no way relieves the Manufacturer of the ultimate responsibility to fulfill all of its warranty obligations.

What is Not Covered by This Expressed Warranty

THIS WARRANTY DOES NOT COVER THE FOLLOWING:

1. Problems resulting from failure to comply with instructions contained in the Homeowner Manual and/or the Set Up & Installation Manual.

2. Damage to bedding, draperies, floor covering or furniture (only damage or defects to these items arising prior to set-up will be repaired or replaced and only if the Manufacturer or Retailer is notified in writing of the existence of such damage or defects within seven (7) days after set up).

3. Appliances, equipment or other items installed by the Retailer or its representatives or agents.

4. Defects related to or caused by:

(a) The set-up or transportation of the home;

(b) Abuse, misuse, negligence, accident or acts of God;

(c) Unauthorized repairs, alterations, or modifications of the home, or the settling of the home after set-up;

(d) Deterioration due to wear and tear or exposure (wear and tear includes, but not limited to, visible scratches, tears, cuts and dents, and other similar damage to the roof, exterior siding, bottom board, floor coverings, wallcoverings, ceiling, cabinets, trim, doors, windows, screens, and other visible components occurring after delivery and set-up;

(e) Dampness or condensation due to the Owner's failure to maintain adequate ventilation in and/or under the home, or to provide adequate drainage away from the home.

Use of Home for Non-Residential Purposes

Use of the home for non-residential purposes voids the Manufacturer's warranty.

Disclaimer of Warranties

The Manufacturer does not assume responsibility for any undertaking, representation or warranty made by the Retailer, agents, salesmen, representatives, employees, or any other persons, other than those expressed herein.

This warranty is given expressly in lieu of all other warranties, express or implied, including the implied warranties of merchantability and fitness for a particular purpose, and such implied warranties are specifically limited to the duration of this express warranty. However, some states do not allow limitations on how long an implied warranty lasts, so the above limitation may not apply to you. The Manufacturer does not assume responsibility for any consequential or incidental damages incurred as a result of any defect in the home. Such consequential or incidental damages may include but are not limited to, loss of the use of home, loss of time, inconvenience, mental distress, expense for gasoline or telephone, travel, meals or lodging, loss or damage to personal property or loss of earnings or other revenue. Some states do not allow the exclusion or limitation of incidental or consequential damages so the above limitations or exclusion may not apply to you. This warranty gives you the specific legal rights, and you may also have other rights which vary from state to state. Any requirement by the Manufacturer that the Owner waive his rights under this warranty shall be contrary to public policy and unenforceable and void.

Fortune Homes
Attention General Manager

Fortune Homes
Attention Quality Assurance Manager
Post Office Box 199
White Pigeon, Michigan 49099
(616) 483-7000

Manufacturer's Factory

Manufacturer's Principal Office

SET UP AND ANCHOR PROCEDURES

Correct set-up procedures are extremely important in providing you carefree performance and living. This work should be done by a competent installer. Some state or local codes require that the home be set up by specially licensed persons. Check your dealer regarding the requirements in your area.

Proper installation will prevent you from incurring unnecessary , expensive repair bills. Your home has been carefully engineered and manufactured according to approved standards. However, if your home is not professionally set-up on a firm, level foundation, certain functions of your home will undergo undue stress or strain. It is recommended that the home be professionally inspected after each set-up to assure that it has not been damaged in transit and is properly set up. Before installing the home on your site, special consideration should be given to the following factors.

SELECTION AND PREPARATION ON SITE

The manufactured home site must be properly prepared before the home is permanently placed on it. Most important is the need for correct grading and sloping to provide for storm drainage run-off. In this regard it is of particular importance that water not be allowed to accumulate beneath the home.

Regional climatic differences must be taken into account. Settling or heaving may occur if footings are placed in frost-susceptible soil. It is of utmost importance that in areas where below freezing temperatures occur the support footing be located below the frost line. Consult with local building officials to determine the location of the frost line.

Check your local code requirements before selecting the site for setting up your home. The site on which your home is to be placed must meet these basic requirements.

PROPER DRAINAGE

The site for your home must be sloped to provide storm drainage. Check your local codes which may specify slope requirements. It is generally recommended that a slope of 1" to 12" be followed and that the site be evenly graded so that there are no depressions where surface water will accumulate, either underneath or outside the home.

FOUNDATION

The portion of the lot intended for location of the home must be of undisturbed soil or compact fill. Make certain that you have not selected a loosely filled area, and that all top soil vegetation materials are removed. Use of gravel and/or stone is not recommended.

FOUNDATION SUPPORTS

Requirements for footings and piers may vary, depending on local and state codes, the type and size of your home, the type of soil, and the climatic conditions in your area.

It is recommended that concrete footings be used. Footings should be 1'-4" x 1'-4"x 4" thick minimum concrete pad located in soil with an allowable compaction of 2000 psf and shall extend below the frost line. The basic foundation for placing blocking must be firm. The supports are to be concrete blocks or stabilizing jacks having a capacity of 4000 lbs. each for 12' wide units (also 24' wide units) and 5500 lbs. each for 14' wide units (also 28' wide units). **Refer to your Set Up Instructions for specific instructions.**

LEVELING

This is a critical state in the proper setting of your home because it places the home on a rigid foundation providing the desired structural integrity. In performing this procedure, the dealership or service firm may use a spirit level as a guide but will also rely on proper operation of doors and windows to provide an indication of proper alignment. In multiple section homes the joints between the sections are also an excellent indication of proper floor alignment, and excessive gaps or drafts at the marriage line are indications of improper installation, settling, frost heave, or other problems. Proper installation will allow the proper slope to drain lines and insure that plumbing operates properly.

Should you experience any of the above symptoms which indicate improper floor alignment, contact the dealer or installer who set up your home to make the necessary adjustments. Proper alignment of the floor may seem simple, but it requires considerable training and experience and should be left to a professional installer.

PERIODIC RE-LEVELING

There is always the possibility that settling may occur after your home has been in position for a period of time. When settling does occur, it can possibly affect the proper operation of windows and doors and place undue strain on structural members. A periodic check should be made after the first 30 to 60 days, and then once a year. This procedure is one that is normally done by a qualified service man, as part of the regular home maintenance routine. Never make any releveling adjustments to your home without also adjusting the anchor system. THIS PROCEDURE SHOULD NOT BE ATTEMPTED ALONE. Personal injuries and/or damage to the home could result if the home should slip or tip.

SECURING AGAINST WINDS

Anchoring Procedure - Your home has been designed for the installation of an anchoring system which must be provided to give you safety and protection from the danger of high winds. You, the homeowner,

must bear the final expense and responsibility of having this anchor system fastened to ground anchors. YOU SHOULD NOT ATTEMPT TO DO THIS YOURSELF. The procedure depends on the design of your home, the soil conditions, and other climatic factors. See the Compliance Certificate for additional information. Your dealer or park manager can probably do this for you or refer you to a qualified installer. Detailed instructions for anchoring are contained in the installation instructions. Many states require the anchoring of homes at the time of installation. Even if this is not the case in your area, it is recommended that you do so. If not properly anchored, it is highly susceptible to wind damage when high wind conditions occur. Remember that it is a safety advantage to your family to anchor your home. Anchoring your home is a wise decision and lenders and insurance firms may require it.

MAINTAINING ANCHORING SYSTEMS

Tie tension should be checked and adjusted when necessary to prevent damage to the home from settling or other unforseen movements (such as frost heave).

FROST HEAVE

Frost heave can have an adverse affect on your home through displacement of the home anchoring and blocking systems. If your home is located in an area subjected to frost heave, you might consider one of the following: (1) Footings and the load-carrying portion of the ground anchors should extend below the frost line, or (2) The home should be placed on a reinforced concrete pad.

SKIRTING

Skirting of your manufactured home is recommended. Not only does it improve the appearance of the home, but it also reduces the energy used to heat and cool your home. Some manufactured home communities require that all manufactured homes be skirted.

An accumulation of moisture can cause condensation or damage. When skirting your home, provision should be made for both front and rear vents. These vents allow air circulation which will reduce moisture accumulation underneath the home. If the home is not positioned on a cement pad prevent drawing ground moisture into your home by covering the ground under the home with 6 mil thick polyethylene. Be sure to check for adequate drainage and run-off of water from under and around your home.

Leave an access door so you or a serviceman can get under the home for routine inspections or in case of emergencies.

If your house has a clothes dryer, the moisture-lint exhaust duct must not terminate under the house.

UTILITIES

The connections of all services to your home must meet state and local codes. Though these service systems are discussed in detail in the installation instructions, here are some points to consider when installing your home.

ELECTRICAL SERVICE

1. Electrical service should be completed and ready for connection at the site. It is very important that a competent electrician make all permanent electrical connections to your home from the pole or underground power source to be certain that good, safe wiring and grounding procedures are followed.

2. Your home has been equipped with an electrical system to provide safe electrical service for all factory-installed appliances and lighting, plus the normal small appliances and lamps that will be serviced from various outlets throughout the home. CAUTION: There is always the possibility of overloading your system if additional non-portable appliances are installed. If there is any question regarding the ability of your system to handle an additional load, check with a competent electrician.

3. The receptacles in the bathroom, near the kitchen sink, and on the exterior of your home are protected by a ground fault interrupter (GFI). This does not include the receptacle under the home. These devices are highly sensetive to sudden overloading and are intended to protect you from injury by breaking the circuit. The GFI may be a part of the receptacle itself or it may be a special circuit breaker installed in the entrance panel.

4. Should the GFI develop a pattern of breaking the circuit without apparent reason, call a qualified electrician to determine what is causing the problem. The device should be tested periodically to insure that it is operating properly. Under no circumstances should the device be locked into the "on" position as this will destroy its protective capability.

5. When your home was manufactured, all exposed metal parts that could become energized, were grounded to the electrically insulated grounding bar in the home's entrance panel. The installer of your home must insure that the grounding is complete and meets all of the requirements of the local utility company, local electrical codes and/or inspection, and the applicable edition of the National Electric Code. All wiring and grounding must be done by a qualified electrician and meet all of the above requirements.

WATER SUPPLY

1. Water supply is to be available from a pressurized source of clear, safe water. In areas experiencing freezing temperatures, main supply pipes should be installed below the frost line.

2. Your water supply is connected to your home through a standard 3/4 inch pipe fitting, identified by a tag. In areas where temperatures drop to freezing and below, the water supply line should be installed below the frost line and all exposed piping and connections to the home should be protected from freezing.

3. The most common method of freeze protection is the application of heat tape, although in more moderate climate areas, wrapping the pipe with insulation will do. If a heat tape is used it must be listed (approved) "for use in manufactured homes". An exterior receptacle has been installed under your home conveniently located for plugging in a heat tape.

4. Your home's water lines have been factory-tested at 100 p.s.i. pressure. The system is intended to operate properly at pressures not exceeding 80 p.s.i. If the water line pressure at the site of your home exceeds 80 p.s.i., you must install a pressure regulating valve at the water inlet of your home, in order to hold the pressure allowed into your system at a maximum of 80 p.s.i.

5. The main water shut-off valve is not a part of the standard equipment supplied with your home. It is necessary that a valve be installed at the time of the hookup to the home's water inlet pipe. This shut-off valve enables the home's water supply system to be shut off from the water source, for the purpose of making repairs or performing maintenance.

DRAINAGE SYSTEM

Your home's drain outlet must be connected to any approved sewage system. WARNING: Check local code requirements if a septic system is being planned.

Your home's drainage system ends in either a single or multiple drain drops under your home (see installation manual for detailed drawings). These must also be protected in colder climates. It is important to check that the exterior drain lines have the proper slope (1/4" to 12") necessary to permit a steady gravity flow. To avoid stoppage and major plumbing problems, flush drains once a month, using a liguid type drain opening compound. It is not recommended that you flush disposable diapers or similar objects down the toilets or dispose of grease fats or oils into the drain lines.

EXTENDED ABSENCE

When closing your home for any extended period, the main shut-off valve should be closed. During periods of absence when freezing might occur, the water system should be blown free of water by introducing compressed air into the lines. Open all faucets in the home. Allow all drain lines to drain dry. Pour one-half cup of non-alcohol base antifreeze into all drain outlets, such as shower, tub, stool and sinks. This will prevent the water remaining in the traps, under these outlets, from freezing. DO NOT use heat tape on exposed drain lines. If your washer is removed, be sure to cap the drain stand pipe to prevent the escape of sewer gases into the house.

Use an approved tape for resealing bottom closure material when "P" trap access panels are removed for inspection or repair.

CAUTION:
Prior to emptying the water supply system, be sure that the water heater is shut off. If your water heater is electric, shut off the water heater breaker at the main electric panel.
Power to the water heater must not be turned back on until the water heater is filled with water.

GAS SYSTEMS

The gas appliances in your home have been preset to utilize natural gas. Should LP/bottled gas be required, have a qualified service man change to the proper orifice.

Natural gas is provided through your local gas company to a standard fitting on the side of your home. Have a qualified technician make and test this connection.

NOTE: When the floor, wall or roof systems are penetrated for installation of communication wires, such as telephone, television, etc., extreme care should be taken not to damage the structural, mechanical or electrical systems of the home. If extreme caution is not observed, the action could result in bodily injury.

Direct any questions you may have to the dealer from whom the home was purchased.

Do not make your own gas connections or hookups as this can be dangerous . . . call a qualified gas technician. The entire gas system in your home should be checked for leaks before gas is initially turned on. Proper gas pressure is important. Any considerable variation from the normal level will adversely affect the stability of the pilot light of the various appliances. Though your gas system can handle either natural or LP gas, make certain that the proper sized orifice is installed to handle the specific type of gas being used. Should the smell of gas be detected, immediately shut off the main gas valve and contact the utility firm or qualified technician to inspect your home and make necessary repairs.

OIL SYSTEMS

Your oil system may be of gravity fed or gun type to the furnace. A readily accessible shut-off valve, manually operated, must be installed at the outlet of the oil tank. During the summer months, when not in use, the oil tank should be kept full to prevent condensation and rusting. Check your oil line periodically for leaks and for kinks in the tubing. In extremely cold climates, the portion of the oil line outside the home should be completely wrapped with insulation to keep the fuel from congealing.

HEATING AND COOLING EQUIPMENT

The air circulating system in your home has been carefully engineered to provide maximum comfort and operating efficiency. It is important, therefore, that the registers and return air grills be kept free from obstructions. The heat registers may be closed or opened to control the amount of heat being delivered to the various rooms of your home. Under no circumstances, however, should the return air grills be blocked off. To do so will not only create operating inefficiency, but may cause unsafe conditions within your home.

Your furnace and water heater closets must not be used as storage space. Nothing may be stored in your furnace or water heater closet without creating a fire hazard.

If your home has factory installed heating and air conditioning, it has been installed according to the instructions of the manufacturer of the equipment and will require a minimum of maintenance and service. The size of the equipment has been selected to be compatible with the comfort requirements and the air distribution system of your home. A separate booklet supplied by the manufacturer of your furnace or air conditioner provides the details regarding proper care and operation.

GAS FURNACE

There are two types of gas heating systems, natural and liquified petroleum (usually called LP/bottled gas). It is especially important that the proper orifice (the fitting at the end of the pipe that regulates the gas flow) is selected for the type of gas to be used. Have a qualified service man make all adjustments. These furnaces are fully automatic and equipped with a safety pilot. The pilot light on your furnace may be left burning throughout the year to prevent condensation and rusting.

OIL FURNACE

Your oil furnace is automatic, with built-in safety devices, and requires very little operating knowledge. However, care should be given to proper lighting instructions as supplied by the manufacturer. CAUTION: Use only the type oil recommended by the manufacturer of the furnace. Never add gasoline or naptha to the fuel oil. If adjustment of the furnace is required, contact a qualified oil furnace service man.

ELECTRIC FURNACE

Electric heating systems are generally an electric furnace which operates quite similarly to the oil and gas furnaces or a heat pump which consists of a condenser located outside the home and an air handler located inside the home.

REMOTE APPLIANCES

If your home was manufactured omitting the heating and/or cooling system, it is important that the optional equipment be listed for use with manufactured homes and installed by a qualified technician in accordance with the manufacturer's installation instructions.

When sizing equipment, your installer should refer to heating and/or comfort cooling certificate for duct cooling capacity, location of external duct connections and information for heat gain calculations.

OPTIONAL FIREPLACE

If your home was manufactured with a wood-burning fireplace or if one is being added, it must be approved for use in a manufactured home and installed in accordance with the manufacturer's installation instructions.

AIR CONDITIONING

Most air conditioning units are installed by the service representative when the home is sited. When an air conditioning unit is added, it must be installed in accordance with local and national codes. It must be listed by a nationally recognized testing laboratory, such as Underwriters' Laboratory, Pittsburgh Testing Laboratories, or the American Gas Association.

Before turning on the unit (or system) be sure to read all instructions provided by the air conditioner manufacturer, including those for care of the air filter. The filter must be cleaned or replaced periodically as the manufacturer recommends. Usually filters can be cleaned by removing them and flushing them thoroughly with water from a hose or tap. Hot water and detergent can be used if necessary.

The thermostat controls can be set to maintain the desired comfort temperature. Special attention should be given to its regulation and the manufacturer's instructions should be followed. A heating/cooling thermostat should be installed to prevent simultaneous operation of heating and cooling systems.

If ever the unit should fail to operate, check the fuse first. If the fuse has blown, and you cannot determine the reason for the blown fuse, contact the representative who provides service for the air conditioner manufacturer. Do not attempt to operate the unit again without the appropriate repairs. If there is a warranty, refer to its provisions.

MAJOR APPLIANCES

Certain appliances in your manufactured home may be warranted by their manufacturers. If so, the warranty cards have been provided with this manual. Manufacturer's of appliances and some fixtures also supply "Use and Care" information. This should be studied carefully and the advice given for preventative maintenance and emergency use should be observed. This information should remain with the appliances when ownership is transferred.

Service representatives for specific brands of appliances are often listed in the yellow pages of your telephone directory. The retailer from whom you bought your home may also have this information.

There are some general maintenance rules which can be followed in caring for major appliances and fixtures.

Where gas is planned, all gas appliances should have the proper orifice and be adjusted properly. Your home's electric system is equipped to handle all factory installed equipment provided; should additional; major appliances be desired, check with your local utility company or a qualified electrician. Make certain that all your electrical appliances are properly grounded - and that all fuel burning appliances are properly vented.

WATER HEATERS

Water heaters require very little care. Water heaters are equipped with thermostats to maintain the water at the desired temperature. The normal temperature setting is 120 degrees F (a minimum of 140 degrees F setting is required for automatic dishwashers). They are also equipped with a temperature/pressure relief valve to prevent any danger should the thermostat fail. Your water heater and water heater closets must not be used as a storage space. Nothing may be stored in your water heater closet without creating a fire hazard.

Electric water heaters must be filled with water prior to turning on electric power in order to prevent damage to the heating element. Before installing an electric water heater, check power requirement against present capacity to prevent overloading.

A gas water heater should not be lit until it has been filled with water. If LP gas is to be used, the orifice on the gas water heater must be changed. Codes require that adequate combustion air be provided. This can be provided in various ways depending on the model: a side intake air chute, a through the floor chute or a louvered exterior access door to the water heater compartment. Under no circumstances should the air intake passages be blocked.

DRYERS

Your home may be designed for the future installation of an electric or gas clothes dryer. A venting system access through the floor or wall has been installed at the factory and the complete installation should be in compliance with the appliance manufacturer's instructions. CAUTION: Do not allow your dryer vent to terminate under your home. This may cause a build-up of flammable material under your home or it may cause excessive moisture to accumulate under your home.

OTHER APPLIANCES

A dishwasher, microwave oven, garbage disposal or other optional appliance may be provided with your manufactured home. Operating instructions for factory installed optional appliances will be included with this manual, or will be with the appliance, if it is factory installed. If your dealer has installed these extra appliances, he may place the warranty and operating information in a different location. For convenience and safekeeping you may wish to include this information along with that for other appliances, in the package containing this manual.

ITEMS NOT HAVING REGISTRATION CARDS

The following items do not have Owner Registration cards from the manufacturer: beds, bed frames, headboards, dinette table and chairs, end tables, coffee tables, lamps, sofa, chairs, draperies, chests, and dressers. Any damage or defects on these items must be reported upon inspection and acceptance or they will be considered to have occured AFTER the customer's acceptance. These items are not covered by warranty.

CONDENSATION AND AIR QUALITY

The average family generates approximately 3 gallons of water vapor per day - through showers, clothes drying, mopping, cooking, dishwashing, plants, aquariums, etc. This water vapor as you've seen on windows in the winter time, will condense on any cool surface. It is important that undue build-up of this moisture-laden air be avoided inside your home.

All air contains invisible evaporated water in the form of vapor. When this vapor changes from a gaseous form to a liquid form, the process is called condensation. Warm air absorbs evaporated water or moisture much like a sponge. But as this warm air is cooled, it takes up less volume of space and can hold less moisture. Cooling warm moist air is just like squeezing a wet sponge, the moisture has to come out. When it does, it collects on cool surfaces such as windows, around doors, etc.

CONDENSATION

You Can Control Condensation

Prevent this trouble by getting rid of excess water vapor. This must be done by the people that live in the home.

There are three basic ways to control condensation. The following are suggestions for homeowners to follow in each of the catagories.

1. Control of the sources.

    (a) Vent all gas appliances to the outdoors. Check to make certain the vents have not been blocked.

    (b) Use the kitchen or the bath exhaust fans when cooking or bathing. Allow it to operate for a short interval after the completion of a meal or a bath.

    (c) Do not operate vaporizing inhalers, etc. for prolonged periods unless you provide for adequate ventilation of the moist air.

    (d) Do not place containers of water on the furnace or in the heat ducts, etc., to raise the humidity.

    (e) Cover the ground under the home with a vapor barrier.

2. Ventilation.

    (a) Run the kitchen and bath ventilators for longer periods of time after cooking or bathing.

    (b) Open windows or doors for brief periods even in cold weather. (In winter, the outside air is usually quite dry and a little ventilation can reduce the inside humidity quickly without a serious loss of heat.)

    (c) Do not tape doors or windows closed to prevent any movement of air.

    (d) Do not crowd wardrobes, allow for free circulation of air.

    (e) Do not locate beds or other furniture tightly against the wall preventing air movement.

    (f) Do not stock kitchen cabinets to points where the circulation of air is impossible.

    (g) Do not leave the draperies closed over the windows.

3. Heating the home.

   (a) Dry heating will reduce the humidity.

   (b) Keep the registers and furnace blower clean for maximum circulation.

   (c) Clean the air filters and furnace regularly.

   (d) Use storm windows.

   (e) Do not use any humidifier device.

Now, before we summarize specific steps for reducing the relative humidity (R.H.) in your home, let's include some basic data about recommended moisture.

Outside Air Temperature	Inside R.H. For 70 Degrees F Indoor Temperature
-20 Degrees F or less	Not over 15%
-20 Degrees F to -10 Degrees	Not over 20%
-10 Degrees F to 0 Degrees	Not over 25%
0 Degrees F to 10 Degrees	Not over 30%
10 Degrees F to 20 Degrees	Not over 35%
20 Degrees F to 40 Degrees	Not over 40%

To Summarize Condensation Control:

1. Install storm windows.
2. Recognize the need to reduce the moisture in your home.
3. Turn off any source of moisture which you can control.
4. Ventilate to allow moist air to get out and dry outside air to get in.
5. If troublesome condensation still persists, purchase a dehumidifier.

AIR QUALITY

In order to conserve energy, your home has been tightly constructed to keep air from leaking through joints and seams. Stringent construction standards set by the government to conserve energy have led to concern over resulting indoor air quality. With reduced air infiltration and air exchange rates, airborne vapors or contaminants appear to be generated by emissions from building products or materials, smoking, cooking, fuel-burning appliances, careless use of sprays or cleaning solutions or sealants, excess humidity, furnishings, clothing or activities which alter the quality of the indoors.

These factors (singly or together) may, or may not cause or contribute to discomfort, irritation, symptoms or health problems. Adequate ventilation of your home should reduce the level of vapors or contaminants in the indoor air; therefore, periodic airing of your home is advised. Persons with allergies, asthma, or sensitivities must take special care to control their indoor and outdoor environments.

Should a particular contaminant be found to be an irritant, tests to isolate their levels are available. However, once again adequate ventilation remains the most effective and healthful correction to indoor air quality.

A Whole House Ventilating System has been installed in your home to improve air quality and maintain balanced humidity. This ventilation system operates by mixing fresh air from the exterior with return air inside the furnace casing. Refer to the ventilation installation/operating instruction supplied with your home.

Additional ventilation may be obtained by opening windows (depending on the weather) and by operating the bathroom and range fans.

The passive Vents, located on the roof and eaves, are used to ventilate the attic space.

INTERIOR MAINTENANCE

Maintaining the interior of your new home requires simply the normal, common sense effort needed for keeping any home in good shape. Actually, because of the modern, durable-finish materials used throughout, this maintenance job is easier than most.

CEILINGS - Wood fiber ceilings are often used in manufactured homes because of their attractive appearances, ease of installation and low maintenance. They require little care, but a few common problems sometime occur. Scrapes, scratches, and chips can be rubbed with very soft white chalk and then wiped with a clean cloth. A deep scratch may require more than one application.

FLOORS - Floors may be wood, linoleum, or composition tile and will look better and last longer if they are cleaned and waxed regularly. Avoid excessive application of water on tile as it may cause lifting and curling. If provided, follow the care directions from the manufacturer of the floor covering. If none is available, a number of good floor coatings and preservatives are available and may be purchased locally. Rugs and carpeting should be vacuumed frequently and cleaned professionally at least every 12 to 18 months.

WALLS - Plywood and natural wood walls may be washed with detergent or household cleanser, and then waxed. Frequency of cleaning and waxing depends on amount of wear. Woodwork that has a dull, natural finish to start with can be cleaned with mild, soapy water, dried, then treated with any one of several wood oils, such as lemon or linseed, which prevent drying out of the wood.

Surface dirt can easily be removed with a damp cloth or vacuum cleaner from plastic coated wood or hardboard walls. No further care may be necessary. However, if there is a stubborn stain or grease spot, a detergent solution can be applied.

Paint-finished walls can be maintained by washing with a damp cloth and household cleaning agent. Avoid using abrasive material. Do not use solvents such as gasoline, turpentine, alcohol, paint thinner or lacquer thinner.

CABINETS - On vinyl covered, use a good grade of furniture polish to maintain finish. To remove food stains lightly moisten a cloth with mild detergent and lukewarm water and wipe gently. Avoid abrasives or solvents.

If a cabinet drawer should stick, apply tallow, beeswax or even a bar of soap to the drawer guides to make them slide better.

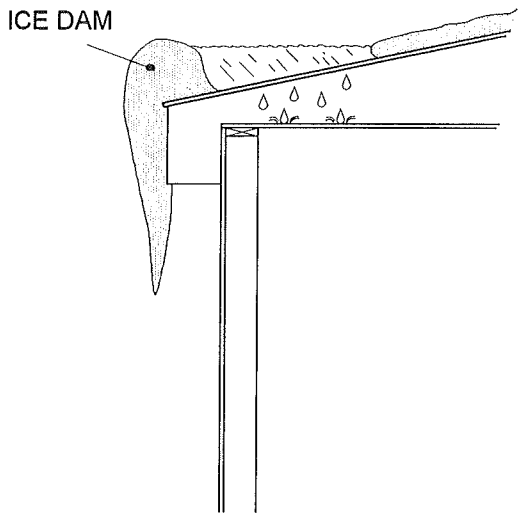
Cabinet hardware is lacquer-finished to retain original luster. No polish is required, only a damp cloth.

FURNITURE - Fabric covered furniture should be vacuumed frequently. Many fabrics can also be dry cleaned or shampooed according to directions provided with the fabric. Turn and reverse cushions and mattresses so the same side will not be in constant use and exposed to light and air which may modify color.

Wood, leather, vinyl and other synthetic materials all require regular cleaning and polishing.

Ice-dam leakage can soak the insulation in the roof cavity reducing the insulating value and will eventually stain the ceiling panels. To prevent this from happening, snow build-up along the eaves must be closely monitored. If the build-up accumulates to the point that an ice-dam is forming, immediate steps must be taken to remove this snow. Snow removal is the homeowner's responsibility. If this kind of snow build-up is not removed and ice-damming causes damage to the roof or the interior of the home, the manufacturer is not responsible.

Snow and Ice Build-Up. Because the roof of a manufactured home has a gradual slope, you need to be aware of snow and ice build-up during the winter months. A layer of snow actually provides insulation for your roof. Even though outdoor temperatures may be well below freezing, the temperature on the roof surface under the snow may be above freezing due to the normal heat loss through the roof. However, at the eaves or roof overhang, the temperatures above and below the roof surface are closer to the same. So the surface of this part of the roof may be below freezing while the rest of the roof surface is above freezing. As the snow melts where it is in contact with the warmer roof surface, it will run down to the eaves where it may refreeze. If this continues, it will eventually form an ice-dam. When these conditions last long enough for the dam to build up several inches high, the pool of water that will collect behind the "ice dam" can easily get inside the roof.



EXTERIOR MAINTENANCE

ROOF

Shingled roofs are standard on all models. Inspect in the spring and fall for any damage or rolling of individual shingles. A roof mastic can be used to re-cement and flatten any shingles that have become loose. Cracked or torn shingles should be replaced. Vent stacks should be checked periodically and debris removed and seams checked and caulked where required.

Most roof inspections, cleaning and repair work can be done effectively from a step ladder. The roof of your home should not be walked on except when absolutely necessary.

When sited, it is EXTREMELY IMPORTANT that the manufactured home is properly leveled to avoid strain which can create buckling of the roof area. Low hanging tree branches should not scrape the roof.

EXTERIOR MOLDINGS

All moldings should be held tightly by screws. Damaged molding can be removed for repair or replacement. Before moldings are reset, a heavy coating of caulking should be liberally applied to the underside with a small brush, putty knife, or caulking gun. If molding is tight, or after it has been reset, a coating should be applied over the top of the entire molding. Special attention should be given to assure that all screw heads are coated.

EXTERIOR FINISHES

Manufactured home exteriors may be pre-finished color coated aluminum, sheet steel, vinyl, wood siding or hard-board.

ALUMINUM OR STEEL SIDING

Best maintenance of exterior finishes involves washing with clear, cool water before dirt and grime accumulate excessively. To remove oils, greases, dust and dirt, wash the surface with a mild detergent and a soft brush to remove dirt from crevices and rinse thoroughly. Do not use cleaner or other abrasives. Your home should never be washed in the rays of the hot sun. The exterior should be allowed to cool before it is washed.

Pre-finished metal exteriors should be waxed (after washing) for maximum protection. Paste waxes leave a durable coating and provide protection from abrasion and minor scratches. The wax coating makes the home easier to wash.

WOOD OR HARDBOARD SIDING

Periodic inspection of the siding surface and all caulked joints should be made to determine the need for re-caulking and/or refinishing.

If you find damage to the original finish, you can repaint or restain the siding using a good grade of acrylic latex or oil base finish. Consult your local paint store regarding surface preparation and refinishing materials required.

VINYL SIDING

Normal rainfall or an occasional rinsing with the hose will keep the siding free of loose dirt. Vinyl siding should be cleaned the same as aluminum siding and rinsed thoroughly. Waxing of vinyl siding is not recommended.

WINDOWS, DOORS AND LOCKS

All joints around windows and doors were thoroughly caulked before your home left the factory. Vibration and road shock in transit may have opened seams and caused leakage. Examine these areas after your home is set up and caulk any areas where leakage seems likely. Also check door eaves to see that the seal is not broken. All loose screws around doors and windows should be retightened.

Binding of doors or windows is most likely due to strains caused by the home being out of level. This can be corrected through releveling of your home.

Should you break a window in your home, it can easily be removed for reglazing. You can take the metal frame to your local hardware store or glass contractor for quick repair.

The door lock provided for your home offers a protection and ease of unlocking in case of emergency. All lock mechanisms should be lubricated with powdered graphite.

If the latch bolt and door strike are not in complete alignment, adjustments must be made so that they will meet properly.

A record should be kept of the identification number and make of the house lock. With this information, it should be possible to obtain a duplicate key from a locksmith if keys are lost.

FRAME

The steel frame under your home has been factory protected with rust preventive coating. Under some conditions, corrosion can form on the steel surfaces, so the frame should be inspected yearly. If rust is found, remove it and touch up the area with asphaltic base, zinc chromate base or other paint of equivalent protection.

INSULATION

Manufactured homes are insulated with fiberglass wool or other suitable insulation in the walls, floors and ceilings.

The type, thickness and application of the insulation have been carefully engineered so that the home meets the requirements of the applicable Standard to keep the home comfortable in both summer and winter. The manufactured home standard sets maximum allowable heat loss for manufactured homes for different zones of the country. The manufacturer must provide a map showing for which zone the house has been built. This map is found on the Data Plate.

BOTTOM BOARD REPAIR

Repair Surfaces: For proper adhesion of the repair tape to the bottom board closure material, the surface should be dry and free of dust and dirt. A clean surface is most important for satisfactory results.

Cold Weather Repair: For best results during cold weather condition. (Seal Tite #620 and #320 (or equal) repair tapes should be used at 50 degrees F or warmer conditions prior to use.) Also see "Set-Up and Installation Procedures" supplied with your home.

SAFETY FEATURES

SMOKE DETECTORS

Detectors sense smoke in the initial stage of a fire and sound an alarm to alert the occupants. They are located on the walls approximately 6" from the ceiling outside of the sleeping areas.

GROUND FAULT INTERRUPTERS (GFI)

The electrical circuits which energize the receptacle outlets located in bathrooms, at countertops within 6' of the kitchen sink, and on the exterior of the home (with the exception of the outlet intended for use with approved heat tapes which is located underneath the home near the water inlet) are equipped with a special circuit breaker known as a GFI. The primary purpose of this special breaker is to protect you against electrical shock.

MAIN SERVICE BREAKER

The main service breaker is located in the electrical service panel which prevents current overload to the service panel.

TEMPERATURE AND PRESSURE RELIEF VALVE

The water heater is equipped with a temperature and pressure relief valve which automatically releases when temperature or pressure exceeds valve design limits.

WATER SUPPLY SHUT-OFF VALVE

The water supply shut-off valve which is furnished by the owner is usually located at the water inlet to the home.

GAS VALVES

A gas shut-off valve is located adjacent to each appliance so that the gas flow to the appliance can be shut off for maintenance and repair. In case of an emergency, shut off the main gas supply to the home.

DOORS

Your home has a minimum of two exits, doors which are remote from each other and provide an exit to the outside. Each member of your family should become familier with the location and operation of each door.

EXIT WINDOWS

One of these special windows is provided in each bedroom of the home to offer an escape route to the outside. The exit windows are easily and quickly unlocked for a fast exit. Each member of your family should become familier with the location and operation of each exit window. Access to exit windows should never be blocked.

SAFETY GLAZING

Safety glass has been installed in all exterior doors and other critical areas such as optional glass shower doors.

SPECIAL INFORMATION

HOMEOWNER INSURANCE

Owners of manufactured homes should contact an insurance company of their choice to provide them with the factors to be considered and to obtain adequate protection.

You can buy protection not only while your home is on site, but while it is in transit between sites.

A good manufactured home insurance program serves several purposes.

Comprehensive physical damage coverage pays you for certain types of damage to your property, such as flood, fire, theft (of your home), earthquake, windstorm, landslide and lightning.

Liability coverage defends you against lawsuit if someone is injured on your property, and pays the injured person if you are found liable. Such damages could include court costs, first aid and emergency treatments, lost wages, medical and dental costs and other items agreed upon.

Before you take title to your home and move in, discuss insurance coverage with your insurance agent or advisor. Be sure that the agent who sells the insurance fully understands your insurance requirements.

MOVING

Before moving your home, check out thoroughly the requirements at the new location. The rules and regulations pertaining to manufactured homes vary from region to region. Check the specifications of your home with those required in its new location. If everything checks out, the next recommendation is to contract a professional manufactured home mover and to contact your insurance agent for coverage while moving.

While the home owner must always employ a professional to move the manufactured home (highway regulations and inadequate horsepower of standard vehicles preclude their use), there are certain procedures that can be followed to prepare for the move. Pictures, clocks, radios, television sets, lamps, and other fragile items can be tied on a couch or bed. Remove the tops of all toilet tanks and place them on a blanket or other padding in the bathtub or shower stall. Anything loose will slide forward on a quick stop. Some people prefer to put these small items in cartons. Dishes should be packed in cartons with towels and pillows. Use masking tape to secure latches of cupboards, closets and drawers. The furniture should be placed so that the weight is well distributed. Do not overload either the front or rear of the home. Balance the load. Electricity, water, sewer and gas or other fuel should be disconnected. Close all windows. Lock all doors. All appliances should be disconnected.

Turn off water heater and drain the water supply system. To do this, turn the main water supply valve off, flush all toilets to empty their tanks, then disconnect the water supply and sewer drain lines. Next open all faucets in the home and the master shut off valve (if installed) on the inlet lines. After the water has drained from the system, seal the water supply inlet using the cap provided. If a cap is provided the sewer outlet can also be capped. The gas and oil inlets should be disconnected and capped. If gas bottles are attached to the hitch A-frame, be sure to turn the main valve to the off position. Disconnect the anchor ties from the ground anchors and fasten the loose ends so that they will not snag when the home is moving.

A representative of the electric company should be called to disconnect the wiring to your manufactured home.

The mover will check the entire undercarraige - wheels, bearings, tires, lubrication needs, brakes - of the home to see that they are in acceptable condition for the move.

Manufactured homes usually are equipped at the front with a coupling and hoisting device called a hitch. This provides a means for attachment of the manufactured home to the towing vehicle.

Most manufactured home hitches also include a jack or screw device for raising or lowering the front end of the home.

Some hitches are removed at the time the home is sited. If not, the hitch should be lubricated and cleaned occasionally to provide for future operation.

IMPORTANT HEALTH NOTICE

The following is a copy of the "Important Health Notice" which HUD required to be displayed in the kitchen of this house prior to it's first sale:

"Some of the building materials used in this home emit formaldehyde. Eye, nose, and throat irritation, headache, nausea, and a variety of asthma-like symptoms, including a shortness of breath, have been reported as a result of formaldehyde exposure. Elderly persons and young children as well as anyone with a history of asthma, allergies, or lung problems, may be at greater risk. Research is continuing on the possible long-term effects of exposure to formaldehyde.

Reduced ventilation resulting from energy efficient standards may allow formaldehyde and other contaminants to accumulate in the indoor air. Additional ventilation to dilute the indoor air may be obtained from a passive or mechanical ventilation system offered by the manufacturer. Consult your dealer for information about the ventilation options offered with this home.

High indoor temperatures and humidity raise formaldehyde levels. When a home is to be located in areas subject to extreme summer temperatures, an air-conditioning system can be used to control indoor temperature levels. Check the comfort cooling certificate to determine if this home has been equipped or designed for the installation of an air-conditioning system.

If you have any questions regarding the health effects of formaldehyde, consult your doctor or local health department."

IMPORTANT NOTICE

PORTABLE KEROSENE BURNING APPLIANCES EMIT 1.4 GALLONS OF WATER INTO THE AIR (IN THE FORM OF MOISTURE) FOR EVERY 1 GALLON OF KEROSENE BURNED. USE OF SUCH AN APPLIANCE WILL CREATE MOISTURE CONDENSATION PROBLEMS IN YOUR HOME AND WILL VOID YOUR WARRANTY. HOME MFG. CANNOT BE RESPONSIBLE FOR MOISTURE DAMAGE DUE TO THE USE OF A PORTABLE KEROSENE BURNING APPLIANCE.

STATE ADMINISTRATIVE AGENCIES (SAA):

ALABAMA -	Alabama Manufactured Housing Commision, 350 S. Decatur Street, Montgomery, AL 36104-4306 - (334)242-4036
ARIZONA -	Department of Building and Fire Safety, Office of Manufactured Housing, 99 East Virginia Suite #100, Phoenix, AZ 85004-1108 - (602)255-4072
ARKANSAS -	Arkansas Manufactured Home Commission, 523 South Louisiana Street, Suite 500, Lafayette Building, Little Rock, AR 72201-5705 - (501)324-9032
CALIFORNIA -	Department of Housing and Community Development, Manufactured Housing Section, 1800 Third Street Suit 260, Sacramento, CA 95814-6900 - (916)445-3338
COLORADO -	Housing Division, Department of Local Affairs, 1313 Sherman Street, #323 Denver, CO 80203-2244 - (303)866-4656
FLORIDA -	Bureau of Mobile Homes and R.V., Division of Motor Vehicles, 2900 Apalachee Pkwy., Room A-129, Tallahassee, FL 32399-0640 - (850)488-8600
GEORGIA -	Manufactured Housing Division, State Fire Marshal's Office, #2 Martin Luther King Jr. Drive, #620 West Tower, Atlanta, GA 30334 - (404)656-3687
IDAHO -	Divison of Building Safety - Building Bureau, P.O. Box 83720, 277 North Sixth Street, Suite #100, Boise, ID 83702-7720 - (208)334-3896
INDIANA -	Codes Enforcement Division, Indiana Government Center South 402 West Washington Street, Room C-246, Indianapolis, IN 46204 - (317)233-3561
IOWA -	Iowa State Building Code Bureau, Department of Public Safety, Wallace State Office Bldg., 621 E. Second Street, Des Moines, IA 50309-1831 - (515)281-5821
KENTUCKY -	Manufactured Housing Division, Department of Housing, Building and Construction, 1047 U.S. 127 South Building, Frankfort, KY 40601-4322 - (502)564-3626
LOUISIANA -	Manufactured Housing Division, State Fire Marshal's Office, 5150 Florida Boulevard, Baton Rouge, LA 70806-4125 - (225)925-4911
MAINE -	Manufactured Housing Board, Department of Professional and Financial Regulation, 35 State House Station, Augusta, ME 04333-0035 - (207)624-8603
MARYLAND -	Department of Housing and Community Development, Maryland Code Administration, 100 Community Place, Crownsville, MD 21032-2023 - (410)514-7212
MICHIGAN -	Manufactured Housing and Land Resources Division, P.O. Box 30703 Lansing, MI 48909 - (517)241-6300
MINNESOTA -	Manufactured Housing Structures Section, Building Codes and Standards Division, Department of Administration, 1217 7th Place, Suite 408, St. Paul, MN 55101 (651)296-4639
MISSISSIPPI -	Manufactured Housing Division, State Fire Marshall's Office, 550 High Street, Suite 706 Jackson, MS 39201 - (601)359-1061
MISSOURI -	Dept. of Manufactured Housing, R.V. & Modular Units, Public Service Commission, 301 West High Street, Room 840, Jefferson City, MO 65101-1580 - (573)751-7119
NEBRASKA -	Nebraska Public Service Comm. Housing and Recreational Vehicles Dept., P.O. Box 94927, 1200 N. Street, 300 The Atrium, Lincoln, NE 68509-4927 - (402)471-0518

STATE ADMINISTRATIVE AGENCIES (SAA):

NEVADA - Depatment of Business & Industry, Manufactured Housing Division, 2501 E. Sahara Ave., Suite 204, Las Vegas, NV 89104-4137 - (702)486-4135

NEW JERSEY - Division of Code & Standards, Dept. of Community Affairs, P.O. Box 816, 101 S. Broad Street, Trenton, NJ 08625-0816 - (609)984-7820

NEW MEXICO - Manufactured Housing Division, Regulation & Licensing Department, 725 St. Micheal's Dr., Sante Fe, NM 87505-7605 - (505)827-7070

NEW YORK - Manufactured Housing Unit, Dept. of State, Code Division, 41 State Street, Room 1130, Albany, NY 12207-2839 - (518)474-4073

NORTH CAROLINA - Manufactured Building Division, Department of Insurance, 410 N. Boylan Avenue, Raleigh, NC 27603-1212 - (919)733-390

OREGON - Building Codes Division, Department of Consumer and Business Services, 1535 Edgewater Drive, P.O. Box 14470, N.W. Salem, OR 97309-0404 - (503)373-3176

PENNSYLVANIA - Community Development & Housing Office, Dept. of Community & Economic Development, Division fo Manufactured Housing, Forum Building #314, Harrisburg, PA 17120-01555 - (717)720-7413

RHODE ISLAND - Building Code Commision, Department of Administration, One Capitol Hill, Providence, RI 02908-5859 - (401)222-3033

SOUTH CAROLINA - SC Department of Labor, Licensing, & Regulation, Real Estate & Bldg. Code Professions, 110 Centerview Dr., Suite #102, Columbia, SC 29211-1329 - (803)896-4682

SOUTH DAKOTA - Dept. of Commerce & Regulations, Fire Marshal, 118 West Capitol Avenue, Pierre, SD 57501-5070 - (605)773-3697

TENNESSEE - Codes & Standards, Div. of Fire Prevention, Dept. of Commerce & Insurance, 500 James Robertson Parkway, Nashville, TN 37234-1162 - (615)741-6246

TEXAS - Manufactured Housing, TX Dept. of Housing & Community Affairs, P.O. Box 12489, 507 Sabine Street, 10th Floor #1000, Austin, TX 78711-2489 - (512)475-3983

UTAH - Construction Trades Bureau, Div. of Occupational & Professional Licensing, Dept. of Commerce, P.O. Box 146741, 160 E. 300 South, Salt Lake City, UT 84111-6764 - (801)530-6727

VIRGINIA - Manufactured Housing Office, Department of Housing and Community Development, Jackson Center, 501 N. Second Street, Richmond, VA 23219-1321 (804)371-7160

WASHINGTON - Office of Manufactured Housing, Dept. of Community Trade and Economic Development, 906 Columbia Street, S.W., Olympia, WA 98504-8300 (360)586-0491

WEST VIRGINIA - West Virginia Division of Labor, 319 Building Three, Capital Complex, Charleston, WV 25305 - (304)558-7890

WISCONSIN - Manufactured Homes, Safety and Building Division, Dept. of Commerce, P.O. Box 2538, 201 East Washington Avenue, Madison, WI 53707-2538 - (608)266-8577

The Department of Housing and Urban Development (HUD) is the Federal Agency administering the Act and any questions concerning the Act or consumer's rights under the Act should be directed to HUD. The Department of Housing and Urban Development is listed in your phone book under U.S. Government. In calling or writing the local HUD Office, consumers should direct their inquiry or call to the "Consumer Complaint Officer" in their local HUD or FHA Office. Consumers may also contact the Central HUD office directly by writing or calling the Manufactured Housing Standards Division, Department of Housing and Urban Development, Washington, DC 20410 (telephone (202) 755-6584).

WARRANTIES AND WARRANTY SERVICE

Specific provisions for the warranty on your home are covered by the separate warranty information contained with this manual. In addition to the basic warranty on the home, many appliances (such as furnaces, washing machines, etc.) supplied with the home will have separate warranties and operating instruction manuals. We suggest that you locate and familiarize yourself with these items.

If local service is requested under the terms of your warranty, you should become familiar with the appliance service representative. The retailer from whom you bought your home can probably provide this information - or it can be obtained from the manufacturer of the appliance.

We will provide you with the drawings of the structural, electrical, plumbing, and heating-cooling (if applicable) and transportation upon your request to us.

This request should contain the model identification and serial number of your home and the location of our plant which built your home. (See Data Plate). There might be a charge for this service.

OWNER'S MAINTENANCE CALENDER

Neither the manufactured home manufacturer nor the retailer is responsible for the care or upkeep of the manufactured home, beyond the terms of the warranty. In order to protect your investment and keep your home in worry-free operating condition, it is suggested that you conduct the following seasonal maintenance procedures. You may wish to add to the list, depending on your own experience.

SPRING

- Wash exterior
- Clean interior walls
- Inspect roof; clean off debris; rinse off with water and hose
- Check exhaust fan systems
- Replenish fuel oil supply
- Check anchor ties for a snug, but not overly tight fit

SUMMER

- Check air conditioner
- Clean air filters

FALL

- Check/clean furnace
- Check winter fuel supply
- Check condition of exterior caulking and sealing of joints and of exterior surfaces
- Wash exterior
- Inspect and rinse roof
- Check exhaust fan systems
- Check oil lines; wrap for winter if exposed
- Check heat tape(s) for operation

WINTER

- Lubricate window hinges and arms
- Check furnace filters every 30 days
- Clean filters if necessary
- Check fuel tank every 30 days; remove dirt and water as it accumulates
- Check anchor ties for excessive tightness caused by frost heave

VACATION REMINDERS

- Clean refrigerator, leave a minimum of food in freezer section if any. Set controls as recommended by appliance manufacturer
- Suspend telephone service, if desirable
- Stop all regular deliveries
- Turn off water supply; during winter, put approved anti-freeze in kitchen, lavatory, and toilet traps
- Turn off water heater
- Close and lock windows
- Put the cat out
- Lock the doors
- Have fun!

DIRECTORY OF SERVICE FIRMS

First Aid for Your Home
Names, locations, and phone numbers that will help you if warranty or local maintenance service is necessary.

Should service be needed for your home or any of the appliances, it will save you time and effort if information regarding the service representatives is readily available. The retailer who sold your home to you will have this and can give it to you. It may also be located in the operational instructions that usually accompany the various appliances. For problems which you feel we are responsible, contact us at our address which is imprinted on the cover of this manual.

Your MANUFACTURED HOME RETAILER

Name _____

Street _____

City _____ State _____ Zip _____

Serial # of Your Home _____

Year Purchased _____

Serial # of Keys _____

Warranty Expiration Date _____

RANGE Service

Model Number

Make

Representative

Phone

Warranty Expiration Date

DISHWASHER Service

Model Number

Make

Representative

Phone

Warranty Expiration Date

FURNACE Service

Model Number

Make

Representative

Phone

Warranty Expiration Date

HOT WATER HEATER Service

Model Number

Make

Representative

Phone

Warranty Expiration Date

WASHER Service

Model Number

Make

Representative

Phone

Warranty Expiration Date

DRYER Service

Model Number

Make

Representative

Phone

Warranty Expiration Date

GARBAGE DISPOSAL Service

Model Number

Make

Representative

Phone

Warranty Expiration Date

AIR CONDITIONER Service

Model Number

Make

Representative

Phone

Warranty Expiration Date

EMERGENCY NUMBERS

OWNER'S MAINTENANCE RECORD			
DATE	MAINTENANCE PERFORMED	DATE	MAINTENANCE PERFORMED