

Notice of Manufactured Home Sale and Installation

After the execution of a signed purchase agreement for any new or used manufactured home sale, dealers must complete this form and return it to the Minnesota Department of Labor and Industry, Construction Codes and Licensing Division, 443 Lafayette Road N., St. Paul, MN 55155.

Should the serial number or HUD number not be available because the unit is in production, please identify such in the appropriate spaces on the form below.

Date of sale: _____ Dealer name: _____

Dealer phone: _____ Dealer license No.: _____

Type of sale: New Used Name of manufacturer: _____

Home serial No.: _____ HUD or state label No.: _____

In the spaces below, please identify the individuals responsible for any portion of the manufactured home installation. Clearly identify who is responsible for each portion. i.e. Minnesota licensed installer responsible for blocking, anchoring and support systems only.

Notice to homeowners completing installation	MN licensed installer to complete items below
<p>24 Part CFR 3286.7 (b) requires the dealer to “disclose” to the purchaser, prior to execution of the sales contract to purchase or to lease a manufactured home, that the home must be installed in compliance with all of the state’s installation requirements. <u>The dealer’s disclosure must include a review of all aspects of the state’s installation requirements and that there are additional costs for installation permits, plan review, inspection, and on-site systems testing.</u> The purchaser’s signature(s) below verifies the purchaser’s acknowledgement of having been informed of the requirements in 24 Part CFR 3286.7 (b).”</p> <p>When the purchaser is completing any or all portions of the manufactured home’s installation, the dealer and purchase must review and complete the Minnesota form titled “Notice to Owners Completing Installation Work”. The dealer must retain a purchaser-signed copy of this form in their sales records which are subject to be audited by the Minnesota Department of Labor and Industry.</p>	<p>Installer company name: _____</p> <p>Installer MI No.: _____</p> <p>Details of installation items to be completed by the Minnesota licensed Installer:</p> <p>1) _____</p> <p>2) _____</p> <p>3) _____</p> <p>4) _____</p> <p>5) _____</p> <p>6) _____</p> <p>7) _____</p> <p>8) _____</p> <p>Additional items provided by licensed installer:</p> <p>_____</p> <p>_____</p>
<p>Approximate installation date: _____</p>	
<p>Location of installation: If the home is being sited outside of Minnesota or on Federal Reservation Land, please identify the state of installation or reservation on the installation address space below.</p>	

Printed homeowner name: _____ Phone: _____

Homeowner signature: _____ Date: _____

Installation address: _____

Name of inspecting building official, engineer or approved third party: _____