

# Manufactured Home Checklist

All of the following items must be reviewed for eligibility of any manufactured home property.

## Appraisal Requirements

### Distance of Comparable Sales

Distance of comparables from subject property must be no more than 1 mile in urban and suburban areas and 20 miles in rural areas. At the underwriter's discretion, distance of comparable sales may be up to 2 miles in smaller community suburban areas.

### Line, Net, and Gross Adjustments

Line, Net, and Gross must meet FHA recommendations (Line 10%, Net 15%, Gross 25%). Manufactured Homes with adjustments that exceed guidelines are ineligible.

### **All HUD tags are indicated**

All sections must have an affixed HUD label (tag) located on the outside of the home. Appraisers are to list the manufactured unit's label numbers on the appraisal report in one of the comment sections. If HUD label(s) are not attached to the exterior of the home and/or pictures are not provided, an IBTS label verification form must be required. IBTS website to order tags: <http://www.ibts.org/about-us/services-in-the-public-good/hud-labelverification.html>.

### **Structural modifications or additions**

Appraisal report must indicate there are no issues with the structural modification(s) or that the integrity of the seal on the home has not been compromised.

### **Mortgagee letter 09-16**

ML 09-16 set additional guidelines to be verified. Appraiser or Structural Engineer must verify that the Manufactured home meets revised guidelines set forth in the mortgagee letter (specifically Section E).

## Structural Engineer's Report

### Engineer's Certification Report

A certification attesting to compliance with the Permanent Foundations Guide for Manufactured Housing, dated September 1996, must be obtained from a licensed professional engineer. This certification must be within 6 months of loan closing and must indicate the engineer's seal.

### **Structural modifications or additions**

The certification must indicate that structural changes or additions to the property were made in accordance with HUD Manufactured Home Construction and Safety Standards.

## Liens

### **Lien(s) against Manufactured Home**

The credit report should be carefully reviewed to determine if there are existing liens against the manufactured home separate from any liens against the land.

**Revised February, 2013**

## Title Requirements

### **Title Purged and Taxed as Real Property**

The manufactured home must be taxed as real property and the file must contain evidence the original title to the home was purged. Title must also provide the applicable endorsement on the final policy (CLTA 116.5, ALTA 7, FL 7, TX T-31).

## Ineligible Manufactured Homes

### **Single-Wide Units.**

Single-wide units are ineligible.

**Condominiums.**

Manufactured Homes in a Condo Association are ineligible.

**Year built prior to June 15, 1976.**

Homes built prior to June 15, 1976 are ineligible.

**Moved from original site.**

Homes previously installed or occupied at any other site are ineligible. The home must have never been moved off of original site, other than from the dealership to the property location.

**Home is in a Flood Zone or partially within a Flood Zone.**

Manufactured homes in a Flood Zone or partially within a Flood Zone are ineligible.

**New Construction**

**New Construction Manufactured Housing (delivered within past 12 months)**

New Construction Manufactured homes are subject to the following additional guidelines:

- NPCA 99a and 99b Soil Treatment forms (if treatment was done prior to installation)
- NPMA 33 form (if no treatment was done)
- Certificate of Occupancy or equivalent
- Manufacturer's Warranty
- Cost Approach
- Document purchase price and delivery/setup expenses:
  - o Cost of new manufactured home (sales contract)
  - o Removal of previous home
  - o Grading of land, etc.
  - o Setup and Delivery
  - o Landscaping and driveways
  - o Land value (documented in cost approach – if reasonable (or land sales) for additional documentation)
  - o Installation of well/septic, etc.
  - o Outbuildings (documented in cost approach, etc.)

**Borrower Name(s):** \_\_\_\_\_

**Address:** \_\_\_\_\_

I certify that I have reviewed the above referenced file and all applicable requirements have been met.

**Certified By:** \_\_\_\_\_ **Certified On (date):** \_\_\_\_\_