

**\*SEE BELOW A MODEL FORMAT FOR A RETAILER DISCLOSURE\***

**Retailer Disclosure to Consumer Before Sale or Lease  
[For Manufactured Homes Installed in HUD-Administered States]**

**Name of Retailer:** \_\_\_\_\_

**Name of Consumer:** \_\_\_\_\_

**THIS DISCLOSURE STATEMENT CONCERNS THE MANUFACTURED HOME  
(HEREAFTER DESCRIBED AS "HOME") LOCATED AT:**

**ADDRESS:** \_\_\_\_\_ **COUNTY:** \_\_\_\_\_

**CITY/STATE:** \_\_\_\_\_

**MANUFACTURER:** \_\_\_\_\_ **YEAR:** \_\_\_\_\_ **MODEL:** \_\_\_\_\_

**SERIAL NUMBER:** \_\_\_\_\_

**HUD CERTIFICATION LABEL(s) #: \_\_\_\_\_**  
**THE HOME'S DATA PLATE INDICATES IT IS DESIGNED FOR THE FOLLOWING ZONES:**

**WIND ZONE(S):** \_\_\_\_\_

**THERMAL ZONE(S):** \_\_\_\_\_

**ROOF LOAD ZONE(S):** \_\_\_\_\_

**Verification of Site Location**

- The occupancy site is known and I have verified that the wind, thermal, and roof load zones of the home being purchased or leased are appropriate for the site where the purchaser or lessee plans to install the home for occupancy.

**OR**

- The occupancy site is unknown and I have informed the purchaser that (1) the home was designed and constructed for specific wind, thermal, and roof load zones and (2) If the home is sited in a different zone, the home may not pass the required installation inspection because the home will have been installed in a manner that would take it out of compliance with the construction and safety standards in 24 CFR 3280.

**Verification of Installer License**

- As the retailer/dealer/park owner, I have agreed to provide set up in connection with the sale or lease of the home. Accordingly, I have verified that the installer is licensed in accordance with HUD regulations.

**OR**

- As the retailer/dealer/park owner, I have not agreed to provide set up with the sale or lease of the home.

**Inspection Requirement**

- The cost of the inspection of the home's installation is included in the sales price of the home. The amount of the installation inspection is \$ \_\_\_\_\_

**OR**

- The cost of the inspection and any re-inspection(s) is not included in the sales price of the home and the purchaser understands that s/he will be charged separately for the inspection and any re-inspection(s) as applicable of the home's installation.

Because the installation of your home is in a state that does not administer its own qualifying installation program, the home will be required to comply with federal requirements, including installation in accordance with federal installation standards set forth in 24 CFR part 3285 and certification by a licensed installer of installation work, regardless of whether the work is performed by the homeowner or anyone else; and the certification must include inspection by an appropriate person.

In addition, the installation of the home may also be required to comply with additional state and local requirements.

Additional information about the requirements in this disclosure is available from the retailer and, in the case of the federal requirements, is available in part 3286 of Title 24 of the Code of Federal Regulations and from the U.S. Department of Housing and Urban Development.

Compliance with any additional federal, state, and local requirements, including a requirement for inspection of the installation of the home, may involve additional costs to the purchaser or lessee.

It is recommended that any home that has been reinstalled after its original installation should be professionally inspected after it is set up, in order to assure that it has not been damaged in transit and is properly installed.

The U.S. Department of Housing and Urban Development (HUD) Manufactured Home Dispute Resolution Program is available to resolve disputes among manufacturers, retailers, or installers concerning defects in manufactured homes. Many states also have a consumer assistance or dispute resolution program. For additional information about these programs, see sections titled "Dispute Resolution Process" and "Additional Information—HUD Manufactured Home Dispute Resolution Program" in the Consumer Manual required to be provided to the purchaser. These programs are not warranty programs and do not replace the manufacturer's, or any other person's, warranty program.

### **Regulation References:**

Occupancy Site Disclosure - §3286.603  
Verification of Installer License - §3286.603(c)  
Inspection Requirement - §3286.503  
Retailer Disclosures Before Sale or Lease - §3286.7 (b)  
Retailer Notification at Sale – § 3288.5