CHECKLIST: PREPARING FOR MHU REPLACEMENT

PRIOR TO ACCEPTING THE AWARD

The program will provide funds for the replacement of a single-wide or double-wide damaged unit, and the homeowner has complete control over the selection of a new replacement unit. However, the program advises the homeowner to review the following information before signing a contract with the MHU dealership to ensure all installation costs are included in the purchase agreement. Homeowners will be required to submit a copy of the executed purchase agreement for the program to review. The purchase agreement must include the total cost of purchase and installation of all the following services (so that all that is left to do is move in):

- Transportation and Delivery
- Removal of damaged unit (if applicable)
- Site prep; permits; and standard mechanical, electrical, and plumbing (MEP) hook-ups to existing infrastructure
- Interior 504 accommodations (if applicable)
- Elevation certificate and elevation costs (if applicable)

PRIOR TO REQUESTING A FINAL PAYMENT

The program will be unable to issue a check to the MHU dealer until the following has been completed and supporting documentation has been provided by the dealership:

- Documented proof that electricity has been turned on
- Photo of State Fire Marshall permit sticker affixed to MHU
- Copies of all applicable closed construction permits
- Final flood elevation certificate (if applicable)
- Photos of completed manufactured home at damaged address (photo must show both MHU and address)

If the new manufactured home will be located in a SFHA, the MUH must be elevated to two feet above the Base Flood Elevation (BFE) as measured from the top of the finished floor of the unit or to the local jurisdiction requirement, whichever is higher. A copy of a post elevation certificate and proof of flood insurance will be required prior to final payment.