



The Home Buying Process List of Typical Activities

LAND/LOT

- Select a home design and discuss options with the customer.
- Verify Ownership of the property, if not part of the home purchase.
- Conduct access route and site accessibility inspection for home movement (bridges, roads obstructions, sharp turns, ditches, low overhead electrical lines, tree limbs, etc).
- Land surveyed.
- Determine if home will be set-up/supported/anchored per set-up manual, or alternate foundation design.
- Verify site is suitable/appropriate for the installation of a manufactured home.
 - Is the home in a flood hazard area?
 - Are there land use restrictions, covenants, zoning restrictions?
 - Is the site protected from surface run-off and can it be graded in accordance with the installation manual?
 - Determine soil bearing conditions using penetrometer or soil maps.
 - Determine soil anchor holding capacity-soil test probe.
 - Determine frost depth.
 - Determine the roof load, wind load, and thermal zone requirements of site.
 - Determine local setback requirements.
 - Determine fire separation requirements.
- Verify location/availability of utilities (electric, water, sewer). Perk test if no sewer.
- Determine if there are any underground utilities on the site by calling Gopher Sate One.
- Contracts signed and specs approved.
- Secure local permits

SITE PREPARATION

- Locate and mark all underground utilities.
- Clear and grade the site.
- Properly compact all fill material.
- Install septic tank and drain field, if not connecting to city services.
- Maintain proper drainage.

INSTALL FOOTINGS

- Stake out location of the home.
- Determine location of frame piers.
- Determine location of point load piers (marriage line, exterior doors, large windows, porch posts, and perimeter piers if required).
- Select footing materials.
- Determine footing size.
- Excavate footings to below the frost depth.
- Install concrete formwork if required.
- Install in-ground utilities.
- Pour footings.
- Footing inspection, if required
- If a load bearing perimeter wall is being used:

- Select an approved foundation design.
- Excavate.
- Construct footing.
- Construct the perimeter wall.
- Install interior piers.
- Waterproof foundation wall.
- Backfill and grade.

SET THE HOME

- Set crew scheduled.
- Temporary power pole installed.
- Prepare for set.
 - Confirm site is properly cleared and graded.
 - Ensure footings are properly located.
 - Confirm thermal zone, wind zone, and roof load noted in date plate matches the requirements for area home is being installed.
 - Remove shipping plastic and ship loose material.
- If a load bearing perimeter wall is being used:
 - Check the actual length and width of the home and match the foundation walls.
 - Check the diagonal measurements
 - Move electrical bonding lugs to inside to the front I-beam.
 - Apply foundation damp-proofing.
 - Install foundation drain tile and cover.
 - Backfill.
 - Install Sump Pump, if required.
- Position home section.
- Lift the home.
- Install safety cribbing.
- Construct the piers.
- Level the home.
- Remove the running gear.
- Install marriage line anchors, if required.
- Install additional sections of the home.

COMPLETE THE EXTERIOR

- Connect floors (floors level at marriage line openings).
- Connect the roof (ceiling level at marriage line openings).
- Connect the walls.
- Complete the roof.
 - If hinged roof, install per addendum.
- Complete the roof.
 - Install ship loose chimney and vents.
 - Install shingles and ridge vent.
- Complete the end walls.
- Install exterior trim (soffit and fascia).
- Install electrical crossovers and bonding.
- Install water crossovers.
- Install crossover duct.
- Install dryer vent.
- Install water heater pan drain and temperature/pressure valve drain lines.
- Connect drain, waste and vent lines.

- Connect gas lines.
- Connect telephone and cable TV wiring.
- Install ship loose exterior light fixtures, globes and bulbs.

INSTALL ANCHORING SYSTEM (Stabilizing System)

- Determine anchoring/stabilizing system.
- Determine anchor locations (frame and longitudinal anchors)
- Select proper anchors.
- Install anchors.
- Install stabilizing plates, if required.
- Install straps. Tighten and adjust straps.

COMPLETE INTERIOR

- Align marriage walls.
- Finish gypsum board.
- Install or complete carpet.
 - Prepare the floor at the marriage line.
 - Install carpet pad.
 - Seal carpet edges where seam is being made.
 - Complete the seam.
- Complete trim.
- Ensure all floor coverings are free from damage and defects.
- Ensure all doors and windows are square and not bind.
- Install ship loose items.

CONNECT THE UTILITIES

- Connect the electrical service. Connect the water service (See testing).
 - Connect to existing water service or drill/install well
 - Install heat tape and/or insulation as necessary.
- Connect the gas/fuel oil service/install tanks (See testing)

INSTALL APPLIANCES AND EQUIPMENT

- Install air conditioner or heat pump.
- Install kitchen appliances.
- Install washer and dryer.
- Confirm that gas appliances are configured for LP or Natural Gas as appropriate.

TESTING

- Electrical testing.
 - Polarity
 - Continuity
 - Operational
- Water system pressure testing (done before connection to pump/well or public utility).
- Drainage system testing.
- Smoke alarm system testing.
- Gas/Fuel oil system testing (done before connection to tank or public utility).

COMPLETE EXTERIOR WORK

- Repair and seal bottom board.
- Install skirting.
- Install ground moisture retarder.
- Repair tears in moisture retarder.
- Ensure air conditioner condensate drain line routed to outside of crawlspace. Finish grading , ensuring water does not collect or flow beneath the home. Complete optional gutters an downspouts.
- Final clean up of exterior.
- Install optional landscaping.

ALTERNATE CONSTRUCTION (When applicable-noted on Sales Order)

- Notice to Purchaser completed (before home is ordered).
- Addendum delivered to installer.
- Request inspection (10 days before request date of inspection).
- Inspection-accompany with person able to complete simple repairs.
- Copy of inspection to homeowner, retailer and plant.

CLEAN THE HOME

- Move in ready.

CLOSING

- Punch list. Walk-through with purchaser.
- Final inspection by local authority having jurisdiction, if required...occupancy permit.
Home Owners Manual issued to homeowner.
- Installation Manual left with the home. All state seals have been applied.
- Energy Star checklist completed and sent to manufacturer, if required.