



Notice of Manufactured Home Sale and Installation

All Dealers must complete and send this notice to the Construction Codes and Licensing Division within 24 hours of the any new or used manufactured home sale.

Application Date: _____ Dealer Name: _____

Dealers Phone #: _____ Dealer License #: _____

Identify if the home is New or Used.	Date of Sale:
Name of Home Manufacturer:	
Home Serial #	HUD or State Label #

<p>Installer Information: Identify who is responsible for the installation of the home by checking the owner or licensed installer. Complete the appropriate section.</p>	
<input type="checkbox"/> Owner Completing Installation	<input type="checkbox"/> Licensed Installer Completing Installation
<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, and inspection, and on-site systems testing is required.</u> The purchaser’s signature(s) below is the purchaser’s acknowledgement of having been informed as required 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 shall review and complete the MN form entitled “Notice to Owners Completing Installation Work”. The dealer shall return a purchaser signed copy of the MN form “Notice to Owners Completing Installation Work”, to the Manufactured Structures Section of the MN Department of Labor and Industry.</p>	<p>Installers Name and MI # _____</p> <p>Installers Phone Number _____</p> <p>Cell # _____ Fax _____</p> <p><u>Detail items to be completed or contracted by licensed installer only:</u></p> <p>Please provide the Email address for the person responsible for the plan submitta: _____</p>
<p>Approximate Installation Date: _____</p>	<p>Identify who is responsible for the installation plan submittals: _____</p> <p>Phone #: _____</p>
<p>Owner’s Name: _____ Telephone # _____</p> <p>Owner’s Signature: _____</p> <p>Installation Address: _____</p> <p>Has the City or County or Township for the installation address above adopted the MN Building Code? <input type="checkbox"/> YES / NO <input type="checkbox"/></p> <p>Name of the Building Official: _____ and Phone # _____</p>	