

**EACH MANUFACTURED HOUSING INSTALLER/CONTRACTOR THAT CONTRACTS WITH A CONSUMER MUST GENERATE A CONTRACT THAT LISTS THE FOLLOWING INSTALLATION STEPS AND SPECIFIES EACH PARTY'S INSTALLATION OBLIGATIONS.**

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**Home Placement Evaluation:** *(Must be conducted by a licensed dealer or contractor)*

1. Conducting a soil evaluation (soil test).
2. Designing footings.
3. Physical inspection of the home site.

**Site Preparation:**

1. Clearing and providing access to site.
2. Rough grading the site.

**Installing the Support System:**

1. Installing footings.
2. Installing piers, foundation walls and other equivalent systems.

**Level and trim the home:** *(Must be conducted by a licensed dealer or contractor)*

1. Positioning and leveling the home on its support system.
2. Anchoring the home.
3. Close-in.
4. Trim and adjustment.
5. Cross-over connects (non-electrical).

**Utility Connections:**

1. Electric.
2. Gas.
3. Sewer Systems.
4. Water.

**Installation of Optional Accessory Items:**

1. Installation of fascia (skirting).
2. Ventilation of fascia.

**Final Grade and Water Control:**

1. Footing backfill.
2. Installation of vapor barrier.
3. Final grading of site.

*(Installers/Contractors may choose the form of contract, but each item above must be part of the contract).*