

**WEST VIRGINIA DIVISION OF LABOR**  
**Manufactured Housing**

Room B-749 Building 6, Capitol Complex, Charleston, WV 25305  
Telephone (304) 558-7890 Fax: (304) 558-2447

**10B.6 Dealer/Installer On-Site Review**

(After Leveling of the Home)

Dealer: \_\_\_\_\_ W.V. Mfg. Housing Lic. # **WV** \_\_\_\_\_

Installer: \_\_\_\_\_ W.V. Mfg. Housing Lic. # **WV** \_\_\_\_\_

Person Conducting Evaluation: \_\_\_\_\_ Date of On-Site Review: \_\_\_\_\_

Consumer: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Manufacturer of Home: \_\_\_\_\_

Single:

Multi:

Date of Installation / Final Agreement: \_\_\_\_\_

To be performed not less than sixty (60) days, nor more than one-hundred eighty (180) days after the home has been installed. All the following installation procedures shall be inspected and any non-compliances noted. This inspection is to be conducted only on the activities performed by the consumer or third parties.

Did consumer assume all or part of the responsibilities of the installation of the home?

Yes  No

If yes, please mark the appropriate box or boxes and explain the results of the on-site review.

**Consumer**

1. Site graded to prevent water accumulation.

Yes  No

Explanation: \_\_\_\_\_

2. Site graded to prevent water flowing under home.

Yes  No

Explanation: \_\_\_\_\_

3. Footings backfilled to grade level.

Yes  No

Explanation: \_\_\_\_\_

4. Installation of Vapor Barrier.

Yes  No

Explanation: \_\_\_\_\_

5. Installation of anchors.

Yes  No

Explanation: \_\_\_\_\_

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**Consumer**

6. Electric.

Yes

No

Explanation: \_\_\_\_\_

7. Gas.

Yes

No

Explanation: \_\_\_\_\_

8. Water hook-up.

Yes

No

Explanation: \_\_\_\_\_

9. Freeze Protection (Water).

Yes

No

Explanation: \_\_\_\_\_

10. Sewer hook-up.

Yes

No

Explanation: \_\_\_\_\_

11. Installation of support system.

Yes

No

Explanation: \_\_\_\_\_

12. Installation of skirting.

Yes

No

Explanation: \_\_\_\_\_

\_\_\_\_\_  
Consumer Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Dealer/Installer Signature

\_\_\_\_\_  
Date

If any deficiency to code standard is observed, the Dealer/Installer shall provide the consumer with a copy of the completed form and the Division of Labor 10B.7.(c) form - Identifying the risks and hazards resulting from his or her failure to comply with his or her assumed obligations.

This review is being conducted to verify all items which are outlined in the contract and listed above are being performed and reviewed. Not for code compliance (**all work should be performed by a licensed professional**), but for the possibility of becoming a mitigating factor in the non-performance of some other aspect of the home.