

Section II. Homesite Rentals

Rev'd. 2/2017

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Physical Move-In

Home Installation Agreement & Home Installation Site Plan Checklist

A new resident who is moving a home into your community and is not purchasing an existing home from a community resident will be referred to as a “physical move-in”.

1. Refer to the ***Community Home & Homesite Standards*** in **Section XVI** and confirm the home to be installed meets the community standards.
2. Note the size of the home being moved in and select the appropriate size homesite.
3. New residents must read and sign a ***Home Installation Agreement*** form prior to move-in.
4. The ***Home Installation Agreement*** insures that the home will be set up by licensed professionals and in accordance with local codes and the community’s installation guidelines.
5. Specific home installation guidelines for each community are outlined in the ***Community Covenants*** and ***Home Installation Agreement***.
6. For all additions or appurtenances to the home’s exterior (including steps, decks, and sheds) or landscaping, the Resident or Dealer must comply with any applicable community standards and must complete a ***Resident Design Approval***. Your Regional Vice President must approve and sign the ***Resident Design Approval*** before work can commence.
7. We require four (4) photographs of any home brought into the community, except UHI retail ordered home, showing each side and both ends. These photographs must be signed and dated by the applicant before they can be approved for residency. If the home is within thirty (30) miles of the community, the Community Manager must physically inspect the home.
8. **Complete the *Home Installation Site Plan Checklist*. Attach all documents requested on the checklist and fax to your Regional Vice President. Home Installation Guidelines can be found in both the Property Maintenance Manual and the Sales Manual.**

Note: Some communities may not accept older homes or homes in poor condition. If a home is more than five (5) years old or worth less than \$10,000, you must obtain the approval of your Regional Vice President before permitting the home to be moved into the community.

HOME INSTALLATION AGREEMENT

NAME OF DEALER _____ DATE DELIVERED _____
RESIDENT'S NAME _____ ADDRESS _____ HOMESITE # _____
COMMUNITY _____ MAKE OF HOME _____ SIZE _____

Installation contractors must be insured and licensed by the appropriate governmental authority. Permits, if required, must be affixed on the home according to code before any work is started.

Occupancy will not be permitted until final inspection by any governmental officials is completed and codes complied with.

Proof of compliance with applicable local codes must be provided to Management prior to the time the home is occupied.

If the skirting is to be installed by the installation crew, the hitch(s) must be removed first.

Hitch removal and skirting installation must be completed within thirty (30) days of delivery date.

All installation standards required by the Community (see Community Covenants and Home & Homesite Standards) must be complied with.

I/We have read and understand the above and accept full responsibility of the setup and all related costs incurred. Resident's failure to comply with these setup requirements shall constitute a default of the terms and conditions of their Lease Agreement and shall subject the Resident to the termination of their tenancy.

HOME PURCHASER _____

DATE _____

HOME PURCHASER _____

DATE _____

HOME INSTALLATION SITE PLAN CHECKLIST

Community _____
 Prepared by _____

Homesite # _____
 Date _____

- 1. Community map with homesite indicated (attach to checklist)
- 2. Setback requirement (municipal). Refer to Community Home & Homesite Standards.

_____ (Back) _____ (Side) _____ (Front) _____ (Other)

3. Homesite grade variations (describe).

4. Type of Installation: Uniprop Home Model Transfer of inventory
 Outside retailer home coming into community
 Resident transfer from another community

5. Front door swing-- Screen door hinges on: left right n/a Interior door hinges on: left right n/a

6. Rear door swing-- Screen door hinges on: left right n/a Interior door hinges on: left right n/a

7. Size of home _____

8. Landscaping: Xeriscape Greenscape

9. Digital photos of proposed homesite (e-mail). Date e-mailed _____

10 Homesite plan showing (attach to checklist with R.V.P. initials):
 (Show location and orientation when appropriate.)

- Current trees, shrubs
- Proposed new trees, shrubs
- Existing shed, deck, carport
- Proposed shed, deck, carport, garage
- Existing walkway(s)
- Proposed walkway(s)
- Steps -- Front Door
- Steps -- Rear Door
- Parking Area (concrete/asphalt)
- Utilities
- Location of adjacent homes
- Proposed placement orientation of home on homesite
- If proposed placement of new home requires removal of existing trees, shrubs, concrete, etc., indicate removal on plan.
- Floor plan of home showing location of door and windows

11. Other installation issues (if applicable, describe on separate page)

Regional Vice President Approval _____ Date _____

Physical Move-In **Homesite Inventory Checklist Description**

The conditions of the homesite need to be documented prior to a new resident moving into the community to eliminate any questions regarding the condition of the homesite at the time of move-out.

The ***Homesite Inventory Checklist*** form is used for this purpose and should be filled out in the following manner:

1. The Community Manager must fill in the name, address, homesite number, and date of possession of the homesite at the top of the form.
2. The Community Manager must list any existing damages on the ***Homesite Inventory Checklist*** form.
3. The new resident must sign and date the form in the lower left corner in the space provided.
4. The Community Manager must also sign and date the form in the lower right corner in the space provided.
5. The new resident may request a copy of the last ***Homesite Inventory Checklist*** form to review what claims were charged to the previous resident. Black out previous Resident's name and signature.
6. The ***Homesite Inventory Checklist*** form must be completed and signed prior to signing the lease.

Physical Move-In **New Resident Orientation**

Congratulations! You have approved and accepted a new resident into our Unipro Community. You now have a very important meeting ahead of you. The New Resident Orientation will provide you the means to communicate effectively what is expected of each new resident. You must provide a clear understanding of the *Community Covenants* in order to establish effective rules and regulations for a well-managed community. The success of this meeting will prevent future problems from occurring.

1. Clear your desk and avoid interruptions. Provide for someone to answer your phone calls.
2. Welcome the new resident and put him/her at ease. Offer coffee or a cold drink.
3. All documents should be prepared (typed or filled-in) and ready for the new resident to sign.
4. Plan on forty-five (45) minutes to an hour for each orientation. This time is vital in order to communicate to the new resident(s) what you expect of them as residents in a Unipro Community and what they can expect from you and your staff.
5. Explain the ***Community Covenants*** thoroughly. Answer any questions and explain the rent collection procedures, late fees, etc. Explain the pet policy and the home and homesite maintenance guidelines. Provide a copy of the ***Community Covenants*** to the new residents and have them sign an additional copy that should be placed in the resident's permanent file.
6. Be certain that the new residents are aware of how their home must be installed and their home appurtenances (steps, decks, skirting, shed, awning, etc.) must be completed to our specifications within thirty (30) days. Present and explain the ***Home Installation Agreement*** form.
7. Explain the importance of proper home maintenance. Poorly maintained homes and homesites will not be tolerated. Accommodate and assist each new resident to create an attractive home and homesite. Advise and assist new resident to find a caretaker for their homesite when they are out of town to avoid any violation fees.
8. Explain to new resident which home improvements require a ***Resident Design Approval*** and discuss ***Resident Payback Policy*** (if applicable).

Physical Move-In

New Resident Orientation (cont'd.)

9. Encourage “**pride in ownership.**” Explain that well-maintained homes and homesites increase the value of their home and generates a higher yield on their investment.
10. The **Lease Agreement** must be signed by the Community Manager, only if given written authority for resident approval by his Regional Vice President. The new resident must also sign the **Lease Agreement**. Maintain a copy of the **Lease Agreement** in the new resident’s file.
11. View the **Resident Orientation Video** with the new resident to emphasize what is expected and answer any questions. If possible, include other members of the family when viewing the video.
12. **Wisconsin Only:** Complete the **Mobile Home Statement of Monthly Parking Permit Fee** form. The Community Manager and new resident must both sign the form. Send the completed form to the Office of the City Assessor, as noted on the form, and place a copy in the resident’s file.
13. Provide the new resident a **Uniprop Welcome folder** containing the **Community Covenants, Lease Agreement, and all pertinent paperwork.**
14. Close your meeting with a hearty handshake and a “Welcome to our community.” Invite the new resident(s) to call or stop by anytime you can be of service to them.

Physical Move-In

Resident File Checklist Description

1. All new residents will have completed several different steps prior to moving into our Unipro Community which are necessary for final approval.
2. The ***Resident File Checklist*** provides an inventory of all the documents and forms which must be completed before a new resident moves into the community.
3. The ***Resident File Checklist*** should be attached to the **Left side** of each new Resident's File using a two-hole ACCO binder.

Documents pertaining to the resident's approval, such as ***Application for Residency, Landlord Verification forms, and Credit and Criminal Background check***, should be attached under the ***Resident File Checklist*** in the order they appear on the checklist.

4. All other documents, such as ***Late Rent Notices, Covenant Violations, etc.***, should be bound with a two-hole ACCO binder and attached to the **Right side of the Resident File**.
5. It is important that all documents and forms be included in your Resident's File.

RESIDENT FILE CHECKLIST

Rev'd. 2/2015

Buyer/Lessee Name _____ Homesite # _____
Seller/Lessor Name _____ Date of Lease Agreement _____

- Physical Move-In Home Owner Transfer Home Loan Contract Lease Home

THIS CHECKLIST SHOULD BE ATTACHED TO THE INSIDE OF EACH RESIDENT'S FILE.

MOVING-IN

LEFT SIDE OF FILE

- Lease & Lease Renewals
- Full Application Package & Attachments: Application Summary, Economic Evaluation, Application, ID & SS Card Copies, Application Fee, Credit Bureau Report, Proof of Income, Tax Information, Landlord References, Personal References, Pet Information & Photos, Eligibility Criteria Form (MN ONLY)
- Proof of Home Ownership (if applicable)
- Proof of Insurance – Renter or Homeowner
- 1st Homesite Payment & Deposit
- Complete Copy of Community Covenants (initialed & signed)
- Security Deposit Form
- Homesite Inventory Checklist
- MI New Resident Notification (MI ONLY)
- Home Installation Agreement/ Home Transfer Inspection
- Inspection Condition Report (Lease Home ONLY)
- Rent Promotion Agreement
- W-9 (Lease Home)
- Utility Transfer Notification

- Privacy Policy
- Mobile Home Statement of Monthly Parking (WI ONLY)
- Recreational Facilities (if applicable):
 - Pool Pass / Gate Pass
 - Other: Explain _____
- Explain _____
- RV Storage Agreement
- Security Parking Sticker
- Zoning Designation Disclosure (NV ONLY)
- Acknowledgement of Offer of Lease
- Acknowledgement of Receipt of Prospectus (FL ONLY)

RIGHT SIDE OF FILE

- 7 Day Notices
- Rule Violations
- Communication
- Completed Work Orders

MOVING-OUT

- Final Billing & Settlement Statement
- Home Transfer Inspection
- Other: Explain _____
- Homesite Inventory Checklist
- Inspection Condition Report

Date: _____

Regional Vice President: _____

Physical Move-In **Community Covenants Description**

The ***Community Covenants*** have been developed to insure the proper adherence to community guidelines. Explain the ***Community Covenants*** to your new resident(s) and have them **sign a copy which will be placed in the resident's file**. Give the resident a set of ***Community Covenants*** to take home.

The time spent explaining the ***Community Covenants*** before a new resident moves-in will greatly benefit you as a Community Manager. New residents are more likely to comply with the ***Community Covenants*** if they understand them clearly.

Insert Community Covenants

Physical Move-In **Lease Agreement Instructions**

A **Lease Agreement** must be executed **before** a new home moves into the community by a 1) new resident, 2) existing resident, or 3) dealer/broker. The new resident, existing resident, or dealer/broker should sign the **Lease Agreement** before the home occupies the homesite. Dealers/brokers are often unwilling to sign the **Lease Agreement**. Notify your Regional Vice President if this occurs.

Proof of ownership of the home in the form of a copy of the title or a copy of the Contract for Sale must be provided prior to execution of a lease. Proof of ownership is not required for prospective residents who are “occupants only”.

Make a copy of the new resident’s driver’s license or other form of picture identification for the resident’s file. If available, make a copy of the new resident’s social security card or tax ID card for the resident’s file.

Payment of rent will normally begin on the day the home occupies the homesite. However, payment may begin on a later date **with the written permission of your Regional Vice President**. At the time the **Lease Agreement** is signed, collect the security deposit and the pro-rated rent based on the date the home is expected to move into the community. (See instruction #12 below for a description of pro-rating).

Follow these instructions when executing a Lease Agreement:

1. Complete the **Lease Agreement** by typing or neatly printing the information required.
2. Fill in the date the **Lease Agreement** is being signed and the name of the Unipro Community.
3. All residents or dealer/brokers must be listed on the **Lease Agreement**. If a home is owned by a dealer/broker, list its name on the **Lease Agreement**.
4. Anyone occupying the home not listed as Lessee must be listed in the section “All Persons Occupying Home not named above.”
5. The Unipro community address and telephone number should be listed in the section “Our Address and Telephone Number” (if not pre-printed).
6. The community address of the new resident or dealer/broker should be listed in the section “Your Address in Community Homesite.” Include the homesite # if the mailing address is the same for all residents.

Physical Move-In
Lease Agreement Instructions (cont'd.)

7. The telephone number of the resident or dealer/broker should be listed in the section "Your telephone number." If not available, list a work, cell phone, or other contact number.
8. Complete the sections "Home Description," "Home Financed By," and "Home Insured By."
9. A dog or cat occupying the home must be listed on the lease along with a description: height, weight, breed, and name. **See *Community Covenants for height, weight, and breed requirements.***
10. The **Commencement Date** of the **Lease Agreement** is the date the home physically occupies the homesite or the date the new resident wishes to begin paying rent, whichever comes first.

Except for those communities listed below, **Anniversary Date** of the **Lease Agreement** will be the **first day of the month following the Lease Agreement Commencement Date**, except when the Commencement Date falls on the first of the month. In this case, the Anniversary Date will be the same as the Commencement Date. If the home has not yet moved into the community, insert the date at the time the home moves in.

The communities listed below have the following anniversary dates:

- Boulder Meadows..... February 1st
- Jamaica Bay January 1st
- Sierra Vista July 1st
- Sunshine Village..... March 1st
- West Valley July 1st

11. The **monthly rent** should be listed in the section "**Base Rent.**" Listed immediately below "Base Rent," "**Other**" refers to **additional fees that are added onto the base rent monthly at some communities.** These fees may include a pet fee, extra occupant fee, and site tax (when applicable).

The monthly rent is the rate in effect on the commencement date of the Lease Agreement.

Physical Move-In Lease Agreement Instructions (cont'd.)

12. The rental amount will be pro-rated for the first month's rent. If the **Commencement Date** of the lease is **after the 20th** of the month, the resident pays the **pro-rated rent plus the next month's rent**. If the **Commencement Date** of the lease is before the 20th of the month, the resident pays the pro-rated rent for the current month.

To pro-rate the first month's rent manually: Divide the homesite rent by the total number of days in the month (use the actual number of days in the calendar month) and multiply by the number of days of occupancy. For Example:

Homesite Rent = \$300/month

Resident Occupies Home on July 20th

Pro-Rated Rent for July = $(\$300 \div 31 \text{ days}) \times 12 \text{ days (the \# of days of occupancy in July)} = \116.13

Pro-rated rent can also be calculated using the **Move-In Calculator** in Yardi.

- After **Executing the Lease**, select the **Move-In Calculator** under the **Functions** Menu.
 - The correct prorated rental amount will be shown on the **Rent** line under the **Move-In Amt** column.
13. All leases will be on a month-to-month basis except in those states requiring a twelve-month lease option. Residents should check the correct box and initial the term of the lease in communities offering a choice.
14. **Rent incentives** may be offered in some communities and will usually be offered for a period of one (1) year or less. On the Line "**Other**," write "**Incentive**" and **list the amount** of the incentive as a **negative number**. List the term of the incentive at the bottom of the first page of the **Lease Agreement**. **Always start the rent incentive on the first full month of the lease.**

For example, if a resident moves into the community on Sept 9, 2005, and a **six (6) month incentive** is being offered, the **term of the incentive** would be **October 1, 2005, to March 31, 2006**. If the Base Rent is \$300 per month and an incentive is in effect for \$100 off the Base Rent for six (6) months, list \$300 on the line "**Base Rent**." Write "**Incentive**" and the amount of "**(\$100)**" on the line marked "**Other**." If there are no other fees, write "**\$200**" on the line "**Total Monthly Rent**".

Physical Move-In

Lease Agreement Instructions (cont'd.)

15. The ***Rent Promotion Agreement*** should be completed only if your **Regional Vice President** has advised you it is legal and enforceable in your state. The ***Rent Promotion Agreement*** is being offered to protect certain rights regarding the rent incentive. For example, the rent incentive may be cancelled if the resident does not pay his rent on time, does not abide by the ***Community Covenants***, or moves out of the community during the incentive period.
16. If your state requires the name of the **financial institution holding the security deposit or a surety bond**, write the name of the financial institution or surety on the line “Financial Institution or Surety.”
17. All residents and/or dealer/brokers must sign the ***Lease Agreement*** after having the opportunity to read it over carefully. All ***Lease Agreements*** must be signed by the authorized Community Manager or the Regional Vice President. The original is filed in the resident’s file in the Community office and a copy is given to the resident or dealer/broker. If the dealer/broker refuses to sign the ***Lease Agreement***, notify your Regional Vice President.
18. **A Community Manager is authorized to sign leases on behalf of the community ONLY after receiving written authorization from the Regional Vice President. Regional Vice President must sign the *Lease Agreement* if a Community Manager has not received written authorization.**

If the ***Lease Agreement*** must be signed by the Regional Vice President, explain to the new resident or dealer/broker that the signed ***Lease Agreement*** will be mailed or delivered to them. Upon request, you may give a copy of the unsigned ***Lease Agreement*** to the resident or dealer/broker.

19. At the time of signing the ***Lease Agreement***, the resident or dealer/broker should sign the following documents (if applicable):
 - a. ***Community Covenants***
 - b. ***Home Installation Agreement***
 - c. ***Security Deposit Information (All except FL & NV)***
 - d. ***Security Deposit Receipt (FL Only)***
 - e. ***Recreational Vehicle Storage Agreement***
 - f. ***Acknowledgement of Receipt of Prospectus (FL Only)***
 - g. ***Homesite Inventory Checklist***
 - h. ***Rent Promotion Agreement*** (if applicable)
 - i. ***Mobile Home Statement of Monthly Parking Fee (WI Only)***
 - j. ***Zoning Designation Disclosure (NV Only)***
 - k. ***New Resident Notification form (MI Only)***
 - l. ***Domestic Violence Law – Public Act No. 199 (MI Only)***

Physical Move-In
Lease Agreement Instructions (cont'd.)

20. New residents should view the **New Resident Video** at the time of signing the **Lease Agreement**. Written acknowledgement of viewing the video is not required.
21. Residents must notify the office of any new occupant wishing to move into their home **after** the **Lease Agreement** is signed. An **Application for Residency** must be filled out and approved before the new occupant moves into the home and a background criminal check must be done. Collect the appropriate application fee. The **Community Covenants** must be signed by “**approved**” new occupants.
22. **Wisconsin Only:** Complete the **Mobile Home Statement of Monthly Parking Permit Fee** form. The Community Manager and new resident must both sign the form. Send the completed form to the Office of the City Assessor, as noted on the form, and place a copy in the resident’s file.
23. **Nevada Only: Zoning Designation Disclosure**
A copy of the **Zoning Designation Disclosure** form should be signed by the new resident(s) at the time the **Lease Agreement** is signed. A signed copy should be given to the resident, and a signed copy should be placed in the resident’s file.

Insert Lease Agreement Form (Sample)

Rent Promotion Agreement

This Agreement is attached to and made part of the Lease, dated the _____ day of _____, 20____ between _____ (Community) and _____ (Resident).

In consideration for entering into the Lease, the parties agree that instead of the total monthly rental amount listed in the Lease, Resident shall pay _____ \$_____ for a period of _____ months, commencing with the rent due on the first of _____, 20____ (the Abatement). The Abatement shall only be in effect so long as Resident, during the initial term of the Lease is not in default of any of Resident's obligations under the Lease.

A default shall exist if Resident:

1. Fails to timely pay any rent which comes due under the Lease.
2. Fails to comply with any of the terms of the Lease or of the Rules and Regulations of the Community.
3. Fails to complete the full initial term of the Lease.

In the event of a default, this Agreement shall immediately become null and void, the Abatement shall be cancelled, and all previously abated rent up to and through the date of the default shall become immediately due and payable to Community as accrued rent.

Except as amended by this Agreement, all terms and conditions of the Lease shall remain unchanged.

AGREED AND ACCEPTED BY:

Signature of Resident

Date

Printed Name of Resident

Signature of Resident

Date

Printed Name of Resident

Signature of Community Manager

Date

Mobile Home Statement of Monthly Parking Permit Fee

MOBILE HOME PARK OPERATOR

Complete "Section A" with mobile home owner. Submit the white copy to your local Assessor **within five (5) days** of an arrival or departure of each mobile home.

ACCOUNT #	MUNICIPALITY	TELEPHONE #	COUNTY
		FAX #	

SECTION A

To be completed by park operator and mobile home owner.

NAME, ADDRESS & PHONE # OF MOBILE HOME PARK		NAME & ADDRESS OF MOBILE HOME OWNER	
NAME	PHONE	NAME	
ADDRESS	CITY, STATE ZIP	ADDRESS	CITY, STATE ZIP
ARRIVAL DATE OF NEW OWNER	DEPARTURE DATE	OWNERS TELEPHONE NUMBER	
		Home:	Work:
ADDRESS OF MOBILE HOME AT TIME OF PURCHASE:			

MOBILE HOME DESCRIPTION

MANUFACTURER		MODEL OR STYLE		SERIAL NUMBER	
YEAR OF MANUFACTURE	YEAR OF PURCHASE	PURCHASED FROM		PURCHASE PRICE	
PURCHASED AS <input type="checkbox"/> NEW <input type="checkbox"/> USED		WIDTH	LENGTH		
		(include hitch)			

NUMBER OF ROOMS:		DOES MOBILE HOME HAVE:		TYPE	SIZE
Baths _____	<input type="checkbox"/> SKIRTING (Alum/Vinyl)	<input type="checkbox"/> SETS OF STAIRS _____	<input type="checkbox"/> PORCH _____		
Bedrooms _____	<input type="checkbox"/> CENTRAL AIR <input type="checkbox"/> Aluminum <input type="checkbox"/> Concrete <input type="checkbox"/> Fiberglass	<input type="checkbox"/> PATIO _____		
Other Rooms _____	<input type="checkbox"/> DISHWASHER	<input type="checkbox"/> SHED..... SIZE: _____	<input type="checkbox"/> CARPORT _____		
TOTAL _____	<input type="checkbox"/> WASHER/DRYER <input type="checkbox"/> Metal <input type="checkbox"/> Wood			
	<input type="checkbox"/> FIREPLACE	<input type="checkbox"/> AWNING..... SIZE:			

SIGNATURES

MOBILE HOME OWNER	DATE
PARK OPERATOR _____	PARK OPERATOR TITLE _____
DATE	

REMARKS BY PARK OPERATOR:

SECTION B

To be completed by Assessor.

<u>VALUATION</u>					
TOTAL FAIR MARKET VALUE	\$		CONTACTED OWNER	<u>INITIAL</u>	<u>DATE</u>
REMARKS:			CONTACTED OPERATOR	_____	_____
			VIEWED	_____	_____
			INSPECTED	_____	_____

ZONING DESIGNATION DISCLOSURE

To the best of our belief and knowledge, the current zoning designation for your
homesite is: RT – Mobile Home Residential

To the best of our belief and knowledge, the current zoning designation for the adjoining
land west of the community is: R3 – Multi Family

To the best of our belief and knowledge, the current zoning designation for the adjoining
land north of the community is: R1 & R3 – Single Family & Multi Family

To the best of our belief and knowledge, the current zoning designation for the adjoining
land east of the community is: C2 & R3 – Commercial & Multi Family

To the best of our belief and knowledge, the current zoning designation for the adjoining
land south of the community is: R1 & R3 – Single Family & Multi Family

Please note that these zoning designations may change as per the Clark County
comprehensive Planning Division approval. It is up to the resident to check within the
Planning Division regarding any changes should the resident have any interest in that
zoning designation.

I have read and received a copy of the Zoning Designation Disclosure.

Signature of Resident

Date

Signature of Resident

Date

Physical Move-In
Security Deposit Description

1. Security deposits (if applicable) are collected at the time the new resident signs his/her ***Lease Agreement***.
2. A ***Security Deposit Information (All except FL & NV)*** form or a ***Security Deposit Receipt (Florida Only)*** should be completed in duplicate. One copy is given to the new resident, and one copy is retained in the new resident's file.

SECURITY DEPOSIT RECEIPT

We hereby acknowledge receipt of a security deposit in the amount of \$_____ for homesite #_____ at _____ Manufactured Home Community and that said security deposit is being held in Account #_____ at _____ Bank. This is a non-interest bearing account.

The following information is provided pursuant to Florida Statute 83.49:

Upon the vacating of the premises for termination of the Lease, the Landlord shall have fifteen (15) days to return the security deposit or in which to give the resident written notice by certified mail to the resident's last known mailing address of his intention to impose a claim on the deposit and the reason for imposing the claim. This notice shall contain a statement in substantially the following form:

This is a notice of my intention to impose a claim for damages in the amount of \$_____ upon your security deposit, due to _____. It is sent to you as required by §83.49(3), Florida Statutes. You are hereby notified that you must object in writing to this deduction from your security deposit within fifteen (15) days from the time you receive this notice or I will be authorized to deduct my claim from your security deposit. Your objection must be sent to _____ (Landlord's address).

If the Landlord fails to give the notice within the fifteen (15) day period, he forfeits his right to impose a claim upon the security deposit.

Unless the resident objects to the imposition of the Landlord's claim or the amount thereof within fifteen (15) days after receipt of the Landlord's notice of intention to impose a claim, the Landlord may then deduct the amount of his claim and shall remit the balance of the deposit to the resident within thirty (3) days after the date of the notice of intention to impose a claim for damages.

If either party institutes an action in a court of competent jurisdiction to adjudicate his right to the security deposit, the prevailing party is entitled to receive his court costs plus a reasonable fee for his attorney. The Court shall advance the cause on the calendar.

Resident

Landlord

Resident

Date

Physical Move-In
Recreational Vehicle Storage Agreement Description

1. Residents moving into the community that own a recreational vehicle must use the storage facilities provided by the community or park their vehicle outside the community.
2. Recreational vehicles are not permitted to remain parked on community streets or on residential driveways except when loading or unloading.
3. The ***Recreational Vehicle Storage Agreement*** form provides for proper storage of recreational vehicles owned by community residents.
4. The community's recreational vehicle storage area can be used by residents on a "first come, first serve" basis. If the storage area is full, a new resident must be instructed to locate an off-site facility.

Note: Residents living in the community who acquire a recreational vehicle during their residency in the community must abide by these storage guidelines.

RECREATIONAL VEHICLE STORAGE AGREEMENT

This Storage Agreement dated this _____ day of _____, 20____, by and between _____ (Landlord) and _____ (Resident), whereas Resident is a Resident of _____ Manufactured Home Community.

Landlord hereby grants Resident the non-exclusive right or access to and use of a certain recreational vehicle storage facility located at the Manufactured Home Community for the purpose of storing the following _____ (the Recreational Vehicle).

Resident’s right to use of the storage facility shall commence on the date hereof and continue from month to month thereafter until the earlier of termination of Resident’s residency at the Manufactured Home Community or the expiration of ten (10) days following notice from Landlord to vacate and remove the recreational vehicle from the storage facility.

Resident acknowledges that there are multiple keys for the storage facility, that the storage facility is not patrolled or guarded, and that it is not the intention of the parties to create a bailment.

Resident agrees to conform to all of the rules and Community Covenants of the Manufactured Home Community with respect to ownership, maintenance, use or storage of the Recreational Vehicle referred to above, and specifically acknowledges that nothing contained herein alters, amends, limits or waives any of the rules and Covenants.

In consideration of Landlord’s grant of the non-exclusive use of the storage area, Resident hereby agrees to hold Landlord, its officers, directors, partners, agents and servants and employees harmless from, and hereby releases any claim he or she may have against Landlord, as the result of any damage (including, without limitation theft, vandalism, malicious mischief, fire, hail or windstorm damage) to Resident’s property arising from or occurring while it is stored in or at the Manufactured Home Community pursuant to this Agreement regardless of whether such loss or damage may have been caused or contributed to in full or in part by any act, error or omission of Landlord or Landlord’s officers, directors, partners, agents and servants and employees. Resident further agrees to maintain property and liability insurance on all units stored at the Manufactured Home Community pursuant to this Agreement.

FLORIDA ONLY: This Agreement shall not constitute a “Residential Tenancy” within the meaning of Chapter 83, 5713.691 Florida Statutes.

Resident

Resident

RECREATIONAL VEHICLE STORAGE KEY RECEIPT

Resident hereby acknowledges receipt of a key to the storage area. Landlord acknowledges receipt of a key deposit in the amount of \$20.00 which shall be returned to Resident upon the end of this Agreement and return of the key.

The Resident agrees not to copy this key.

Resident

Homesite #

Landlord

Physical Move-In

Recording New Resident's Initial Payments Rent/Security Deposit

The Community Manager records all payments made by a new resident, including application fee, security deposit, and rent using Yardi (refer to Yardi Help or Yardi Client Central).

New Resident Orientation Video

A seven (7) minute informational video has been developed to orient new residents to our community. The video, available in English and Spanish, includes a visual presentation of home installation requirements, proper homesite maintenance, display of correct building materials, and a description of required procedures to follow. After viewing this video each new resident should have a clear understanding of how to satisfactorily adhere to the *Community Covenants*.

View video with each new resident and answer any questions that arise during the presentation and at the conclusion of the video. Pause the video to answer questions or explain any sections you feel need clarification or emphasis.

Showing this video is not intended to replace the in-depth training orientation the Community Manager should present to each new resident. It is to be used as a supplement to the resident's education. We do not require residents to sign an acknowledgement after viewing the video.

Physical Move-In **Welcome Folder**

Each new Resident should receive a *Uniprop Welcome Folder* at the conclusion of their initial orientation and after the presentation of the Uniprop Video.

The following information should be included in each *Uniprop Welcome Folder*. Some of the items listed below may not apply.

- ***Lease Agreement***
- ***Addendum to Lease Agreement – Public Act No. 199***
- Community Site Plan
- Community Information Sheet (on your Community Stationary)
- Local Information Sheet (on your Community Stationary)
- Copy of Recent ***Community Newsletter***
- ***Recreational Vehicle Storage Agreement***
- Community Brochures
- Local Newcomers Packet from Bank or Chamber of Commerce
- ***Community Covenants***
- ***Prospectus (FL only)***
- Home Installation Requirements
- Move-In Tips
- Uniprop Homes Letter of Introduction
- Resident Parking Sticker and/or License

Home Ownership Transfer Move-In **Home Transfer Inspection Requirements and Form**

New residents move into the community in one of two ways: they purchase or own a home that is physically moved into the community, or they purchase an existing home in the community. This section will address the procedures to follow when a new resident purchases an existing home in your community. The purchase of an existing home in your community is referred to as a home ownership transfer.

1. As soon as a Community Manager becomes aware that a home is for sale, a home inspection should be done using the ***Home Transfer Inspection*** form to evaluate the current state of the home. The significance of this inspection is to correct any existing problems in order to bring the home up to the current community standards. These standards include: sheds, steps, skirting, hitch removal, painting, awnings, etc. These standards are outlined in the ***Community Covenants*** and in your ***Community Management Manual***.
2. It is incumbent upon the Community Manager to see that homeowners correct violations and maintain their homes in accordance with community guidelines. This will make home transfers easier on all parties, the seller, purchaser, and Community Manager.
3. This is a critical opportunity to upgrade your community and bring all homes into compliance with current community standards. This gives the Community Manager the opportunity to remove all “Grandfathered” violations.
4. During the home inspection, the Community Manager should discuss with the resident selling their home the benefits to making all necessary improvements before selling. This is also an opportunity to offer to represent the seller by listing with Uniprop and earn commission fees. Examples of seller benefits are:
 - a) The seller may get a better price because of improvements made.
 - b) The home is more attractive to a purchaser if repairs do not need to be made.
 - c) The approval of the purchaser and closing can be expedited once the work is completed.

Home Ownership Transfer Move-In Compliance Options

There are two (2) options for a home to be brought into compliance in order to approve a new resident's application and enter into a new lease agreement.

Whichever option you select, the original *Home Transfer Inspection* form must be retained in the Resident's File. You may keep additional copies in a separate *Home Transfer Inspection* file.

Option 1

All necessary improvements are completed prior to approval of a new resident. This is the preferred option and makes your job easier. A prospective resident **cannot sign a Lease Agreement** until the options listed below have been completed. **Do not accept any rent payment from prospective resident before these options are met.**

Accepting rent may be deemed as a lease. The Community Manager must:

- a) Inspect the home using the *Home Transfer Inspection* form
- b) Perform a subsequent inspection once the work is completed and determine whether all corrections have been done properly.

Residents may be approved for residency on a "conditional" basis contingent on all necessary improvements being made BEFORE taking occupancy. The **Conditional Approval of Residency** form should be used only when a resident requests confirmation that he/she has been approved for residency.

Option 2

This is the **much less desirable option**, as it requires the Community Manager to follow-up with the new resident after they have taken occupancy and coordinate the work. Generally, it should only be used when inclement weather will not allow the needed improvements to be done.

The Buyer or Seller must deposit the total amount necessary to complete improvements (based on the cost estimate on the *HOT Inspection* form) with the Community Manager at the time the Buyer signs the new **Lease Agreement**. (Please do not refer to these funds as being held in "escrow".) The new resident should be motivated to complete the improvements having these funds now available.

All funds are to be deposited using your customary deposit procedures and record the funds as "htif – Home Transfer Improvement Funds (Account #2230)".

Home Ownership Transfer Move-In Compliance Options (cont'd.)

Option 2 (cont'd.)

Improvements must be made within thirty (30) days of the signing of the **Lease Agreement** or as weather permits. In the event the work is not done within a reasonable time period, contact your Regional Vice President to discuss your course of action. You may want to have the work done by a private contractor and use the deposited funds for payment. Consult your Regional Vice President before making your decision.

All completed work must be **carefully inspected** by the Community Manager to insure that it is satisfactory. Community Managers may request a full or partial refund of the "Home Transfer Improvement Funds" to cover the costs of the work completed. Monies should be paid to the resident and **NOT to the contractor** for improvements completed.

To request a partial or full refund, complete a **Check Request** form and send to your Regional Vice President, along with a printout from Yardi showing the HTIF funds deposited for that home. The amount requested must not exceed the amount originally deposited. Code the **Check Request** to G/L Account #2230. Include digital photos, whenever possible, to show your Regional Vice President that the work has been done properly.

The Regional Vice President, regardless of the amount, must sign all Check Requests for the return of HTIF Funds.

The Regional Vice President will inspect the home during his next community visit to insure all improvements have been done satisfactorily.

HOME TRANSFER INSPECTION

COMMUNITY NAME: _____

DATE: _____

The corrections indicated below must be made to the home located at _____ and currently registered to _____ in order for the home to meet current Community Standards & to be approved by Management for occupancy by a new Resident/Purchaser.

ITEM	ACTION <small>(e.g. stain, paint, replace, clean , repair, remove, etc.)</small>	COST	ITEM	ACTION <small>(e.g. stain, paint, replace, clean , repair, remove, etc.)</small>	COST
SKIRTING			DECKS		
Home			Dimensions		
Steps			Railings		
Deck			Pickets		
Top / Bottom Rail			Installation		
Corners			Steps		
Access Panels			Platform		
Fasteners			Kick Plates		
Screws			Staining		
No. of Sheets					
No. of Corners			UTILITY SHED		
Type			Paint / Stain		
HOME EXTERIOR			Placement		
Wash & Wax / Paint			Roof		
Screws			Doors		
Panels			Base		
Dented			Siding		
Doors			Fascia Board / Skirting		
Windows / Screens					
Shutters			ANTENNA / DISHES		
Moldings			HOMESITE INSPECTION		
Fascia			Edging Material		
Exterior Lights			Parking Area		
Hitch			Patio / Sidewalk		
Leveling			Lawn / Trees / Shrubs		
STEPS			Water Hook-Up		
Railings			Sewer Hook-Up		
Platform			Electrical Pedestal		
Staining			Painters		
Kick Plates			Landscape Lights		
Stringers			Clothesline		
AIR CONDITIONERS			Debris		
Supports			Xeriscape		
Placement			OTHER		
Condition					
TOTAL ESTIMATED COSTS OF HOME IMPROVEMENTS:					\$ 0.00

ADDITIONAL COMMENTS: _____

- OPTION 1** I / We agree that the improvements indicated above will be made prior to the purchaser signing the lease.
- OPTION 2** The buyer/seller must deposit the total amount necessary with the community to complete improvements (based on the cost estimate on the HOT form) at the time buyer signs the lease agreement.

Home Seller	Date
Home Seller	Date
The improvements indicated above have been properly completed:	
Community Manager	Date
Regional Vice President	Date

Conditional Approval of Residency

The following individuals will be accepted for residency:

_____	_____
_____	_____
_____	_____

and the customary lease documents executed when all improvements to the home and homesite # _____ have been made in accordance with the attached *Home Transfer Inspection* form.

Community Manager

Date

Home Ownership Transfer Move-In **Home Removal**

Note: In certain states, Community Managers may request a home that has reached a certain age and condition to be removed from the community. Consult your Regional Vice President if this applies to your community. Your Regional Vice President must approve any home being removed from a community due to its age or poor quality.

The policies which address the removal of a home are outlined in the *Lease Agreement, Community Covenants*, and Community Notes Section of the Community Management Manual.

Home Ownership Transfer Move-In New Resident Orientation

Congratulations! You have approved and accepted a new resident into our Unipro Community. You now have a very important meeting ahead of you. The New Resident Orientation will provide you the means to communicate effectively what is expected of each new resident. You must provide a clear understanding of the *Community Covenants* in order to establish effective rules and regulations for a well-managed community. The success of this meeting will prevent future problems from occurring.

1. Clear your desk and avoid interruptions. Provide for someone to answer your phone calls.
2. Welcome the new resident and put him/her at ease. Offer coffee or a cold drink.
3. All documents should be prepared (typed or filled-in) and ready for the new resident to sign.
4. Plan on forty-five (45) minutes to an hour for each orientation. This time is vital in order to communicate to the new resident(s) what you expect of them as residents in a Unipro Community and what they can expect from you and your staff.
5. Explain the ***Community Covenants*** thoroughly. Answer any questions and explain the rent collection procedures, late fees, etc. Explain the pet policy and the homes and homesite maintenance guidelines. Provide a copy of the ***Community Covenants*** to the new residents and have them sign an additional copy that should be placed in the resident's permanent file.
6. Carefully explain to new home ownership transfers our policy regarding improvements to the home and the necessary design approval required. Determine who will be responsible for the any necessary improvements, the new resident moving in or the homeowner moving out. Explain the ***Home Transfer Inspection*** form.
7. Explain the importance of proper home maintenance. Poorly maintained homes and homesites will not be tolerated. Accommodate and assist each new resident to create an attractive home and homesite. Advise and assist new resident to find a caretaker for their homesite when they are out of town to avoid any violation fees.
8. Encourage "**pride in ownership**". Explain that well maintained homes and homesites increase the value of their home and generate a higher yield on their investment.

Home Ownership Transfer Move-In New Resident Orientation (cont'd.)

9. The ***Lease Agreement*** must be signed by the Regional Vice President or authorized Community Manager and the new resident. Keep a copy of the ***Lease Agreement*** in the new resident's file. Discuss the ***Rent Promotion Agreement***, if applicable.
10. **Wisconsin Only:** Complete the ***Mobile Home Statement of Monthly Parking Permit Fee*** form. The Community Manager and new resident must both sign the form. Send the completed form to the Office of the City Assessor, as noted on the form, and place a copy in the resident's file.
11. **Nevada Only: Zoning Designation Disclosure**
A copy of the ***Zoning Designation Disclosure*** form should be signed by the new resident(s) at the time the ***Lease Agreement*** is signed. A signed copy should be given to the resident, and a signed copy should be placed in the resident's file.
12. View the Resident Orientation video with the new resident to emphasize what is expected and answer any questions. If possible, include other members of the family when viewing the video.
13. Provide the new resident a ***Uniprop Welcome folder*** containing the ***Community Covenants, Lease Agreement***, and an ***Information Sheet***.
14. Close your meeting with a hearty handshake and "Welcome to our community." Invite the new resident(s) to call or stop by anytime you can be of service to them.

Home Ownership Transfer Move-In Resident File Checklist Description

1. All new residents will have completed several different steps prior to moving into our Unipro Community which are necessary for final approval.
2. The ***Resident File Checklist*** provides an inventory of all the documents and forms which must be completed before a new resident moves into the community.
3. The ***Resident File Checklist*** should be attached to the **left side** of each new Resident's File using a two-hole ACCO binder.

Documents pertaining to the resident's approval, such as ***Application for Residency, Landlord Verification forms, and Credit and Criminal Background checks*** should be attached under the ***Resident File Checklist***.

4. All other documents, such as ***Late Rent Notices, Covenant Violations, etc.*** should be bound with a two-hole ACCO binder in the order in which they appear on the ***Resident File Checklist*** and attached to the **right side of the Resident File**.
5. It is important that all documents and forms be included in your Resident's File.

RESIDENT FILE CHECKLIST

Rev'd. 2/2015

Buyer/Lessee Name _____ Homesite # _____
Seller/Lessor Name _____ Date of Lease Agreement _____

- Physical Move-In Home Owner Transfer Home Loan Contract Lease Home

THIS CHECKLIST SHOULD BE ATTACHED TO THE INSIDE OF EACH RESIDENT'S FILE.

MOVING-IN

LEFT SIDE OF FILE

- Lease & Lease Renewals
- Full Application Package & Attachments: Application Summary, Economic Evaluation, Application, ID & SS Card Copies, Application Fee, Credit Bureau Report, Proof of Income, Tax Information, Landlord References, Personal References, Pet Information & Photos, Eligibility Criteria Form (MN ONLY)
- Proof of Home Ownership (if applicable)
- Proof of Insurance – Renter or Homeowner
- 1st Homesite Payment & Deposit
- Complete Copy of Community Covenants (initialed & signed)
- Security Deposit Form
- Homesite Inventory Checklist
- MI New Resident Notification (MI ONLY)
- Home Installation Agreement/ Home Transfer Inspection
- Inspection Condition Report (Lease Home ONLY)
- Rent Promotion Agreement
- W-9 (Lease Home)
- Utility Transfer Notification

- Privacy Policy
- Mobile Home Statement of Monthly Parking (WI ONLY)
- Recreational Facilities (if applicable):
 - Pool Pass / Gate Pass
 - Other: Explain _____
- Explain _____
- RV Storage Agreement
- Security Parking Sticker
- Zoning Designation Disclosure (NV ONLY)
- Acknowledgement of Offer of Lease
- Acknowledgement of Receipt of Prospectus (FL ONLY)

RIGHT SIDE OF FILE

- 7 Day Notices
- Rule Violations
- Communication
- Completed Work Orders

MOVING-OUT

- Final Billing & Settlement Statement
- Home Transfer Inspection
- Other: Explain _____
- Homesite Inventory Checklist
- Inspection Condition Report

Date: _____

Regional Vice President: _____

Home Ownership Transfer Move-In Community Covenants Description

The **Community Covenants** have been developed to insure the proper adherence to community guidelines. Explain the **Community Covenants** to your new residents and have them **sign a copy that will be placed in the resident's file**. Give the resident a set of **Community Covenants** to take home.

The time spent explaining the **Community Covenants** before a new resident moves in will greatly benefit you as a Community Manager. New residents are more likely to comply with the **Community Covenants** if they understand them clearly.

Insert Community Covenants

Home Ownership Transfer Move-In Lease Agreement Instructions

A Lease Agreement must be executed **before** the transfer of ownership to a 1) new resident, 2) dealer/broker, or 3) financial institution takes place. New residents, dealer/brokers, or financial institutions begin paying rent on the day the home ownership transfer has been completed. At the time the **Lease Agreement** is signed, collect the appropriate rent, based on the proposed transfer date, and the security deposit. Dealers, brokers, and financial institutions are often unwilling to execute a **Lease Agreement**. Notify your Regional Vice President if this occurs.

Proof of ownership of the home in the form of a copy of the title or a copy of the Contract for Sale must be provided prior to execution of a lease. Proof of ownership is not required for prospective residents who are “occupants only”.

Make a copy of the new resident’s driver’s license or other form of picture identification for the resident’s file. If available, make a copy of the new resident’s social security card or tax ID card for the resident’s file.

Follow these instructions when executing a Lease Agreement.

1. Complete the **Lease Agreement** by typing or neatly printing the information required.
2. Fill-in the date the **Lease Agreement** is being signed and the name of the Unipro Community.
3. All residents, dealers/brokers, or financial institutions must be listed on the **Lease Agreement**. If a home is owned by a dealer/broker or financial institution, list its name on the **Lease Agreement**.
4. Anyone occupying the home not listed as Lessee must be listed in the section “All Persons Occupying Home not named above.”
5. The Unipro community address and telephone number should be listed in the section “Our Address and Telephone Number” (if not pre-printed).
6. The community address of the new resident, dealer/broker, or financial institution should be listed in the section “Your Address in Community Homesite.” Include the homesite # if the mailing address is the same for all residents.
7. The telephone number of the new resident, dealer/broker, or financial institution should be listed in the section “Your telephone number.” If not available, list a work, cell phone, or other contact number.

**Home Ownership Transfer Move-In
Lease Agreement Instructions (cont'd.)**

8. Complete the sections “Home Description,” “Home Financed By,” and “Home Insured By.”
9. A dog or cat occupying the home must be listed on the lease along with a description: height, weight, breed, and name. **See Community Covenants for height, weight, and breed requirements.**
10. The **Commencement Date** of the **Lease Agreement** is the date the home transfer occurs and the new resident assumes ownership. The **Anniversary Date** of the **Lease Agreement** will be the **first day of the month following the Lease Agreement Commencement Date**, except when the Commencement Date falls on the first of the month. In this case, the **Anniversary Date** will be the same as the **Commencement Date** (except for those communities listed below).

The communities listed below have the following anniversary dates:

- Boulder Meadows..... February 1st
- Jamaica Bay..... January 1st
- Sierra Vista..... July 1st
- Sunshine Village..... March 1st
- West Valley July 1st

11. The **monthly rent** should be listed in the section “**Base Rent.**” Listed immediately below “Base Rent,” “**Other**” refers to additional fees that are added onto the base rent monthly at some communities. These fees may include a pet fee, extra occupant fee, and site tax if applicable.

The monthly rent is the rate in effect on the commencement date of the Lease Agreement.

Home Ownership Transfer Move-In Lease Agreement Instructions (cont'd.)

12. All outstanding rent must be paid **before** entering into a **Lease Agreement** with a new resident. Homesite rent will usually have been paid for the current month at the time of the Home Ownership Transfer. Any pro-ration of rent is between the buyer and seller of the home. The new resident should pay the security deposit at the time the **Lease Agreement** is signed and the next month's rent if the lease is signed **after the 20th** of the month. If a security deposit is being transferred, confirm the amount transferred meets the current requirement. The new resident should pay any difference in requirements.

To pro-rate the first month's rent manually: Divide the homesite rent by the total number of days in the month (use the actual number of days in the calendar month) and multiply by the number of days of occupancy. For Example:

Homesite Rent = \$300/month

Resident Occupies Home on July 20th

Pro-Rated Rent for July = $(\$300 \div 31 \text{ days}) \times 12 \text{ days (the \# of days of occupancy in July)} = \116.13

Pro-rated rent can also be calculated using the **Move-In Calculator** in Yardi.

- After **Executing the Lease**, select the **Move-In Calculator** under the **Functions** Menu.
 - The correct prorated rental amount will be shown on the **Rent** line under the **Move-In Amt** column.
13. All leases will be on a month-to-month basis except in those states requiring a twelve-month lease option. Residents should check the correct box and initial the term of the lease in communities offering a choice.
14. **Rent Incentives** are not offered for Home Ownership Transfers.
15. If your state requires the name of the **financial institution holding the security deposit or a surety bond**, write the name of the financial institution or surety on the line "**Financial Institution or Surety.**"
16. All residents, dealer/brokers, or financial institutions must sign the **Lease Agreement** after having the opportunity to read it over carefully. All **Lease Agreements** must be signed by the authorized Community Manager or the Regional Vice President. The original is filed in the resident's file in the Community office and a copy is given to the resident, dealer/broker, or financial institution. Notify your Regional Vice President if the dealer/broker or financial institution refuses to sign the **Lease Agreement**.

Home Ownership Transfer Move-In Lease Agreement Instructions (cont'd.)

17. **A Community Manager is authorized to sign leases on behalf of the Community only after receiving written authorization from the Regional Vice President. Regional Vice President must sign the lease if a Community Manager has not received written authorization.**

If the **Lease Agreement** must be signed by the Regional Vice President, explain to the new resident, dealer/broker, or financial institution that the signed **Lease Agreement** will be mailed or delivered to them. Upon request, you may give the new resident, dealer/broker, or financial institution a copy of the unsigned **Lease Agreement**.

18. At the time of signing the **Lease Agreement**, the resident, dealer/broker, or financial institution should sign the following documents (if applicable):
- a. **Community Covenants**
 - b. **Security Deposit Information (All except FL & NV)**
 - c. **Security Deposit Receipt (FL Only)**
 - d. **Recreational Vehicle Storage**
 - e. **Acknowledgement of Receipt of Prospectus (FL Only)**
 - f. **Homesite Inventory Checklist**
 - g. **Home Transfer Inspection**
 - h. **Rent Promotion Agreement** (if applicable)
 - i. **Mobile Home Statement of Monthly Parking Fee (WI Only)**
 - j. **Zoning Designation Disclosure (NV Only)**
 - k. **New Resident Notification Form (MI Only)**
 - l. **Domestic Violence Law – Public Act No. 199 (MI Only)**
19. New Residents should view the **New Resident Video** at the time of signing the **Lease Agreement**. Written acknowledgement of viewing the video is not required.
20. Residents must notify the office of any new occupant wishing to move into their home **after** the **Lease Agreement** is signed. An **Application for Residency** must be filled out and approved before the new occupant moves into the home and a background criminal check must be done. Collect the appropriate application fee.
21. **Wisconsin Only:** Complete the **Mobile Home Statement of Monthly Parking Permit Fee** form. The Community Manager and new resident must both sign the form. Send the completed form to the Office of the City Assessor, as noted on the form, and place a copy in the resident's file.
22. **Nevada Only: Zoning Designation Disclosure**
A copy of the **Zoning Designation Disclosure** form should be signed by the new resident(s) at the time the **Lease Agreement** is signed. A signed copy should be placed in the resident's file.

Insert Lease Agreement Form

Mobile Home Statement of Monthly Parking Permit Fee

MOBILE HOME PARK OPERATOR

Complete "Section A" with mobile home owner. Submit the white copy to your local Assessor **within five (5) days** of an arrival or departure of each mobile home.

ACCOUNT #	MUNICIPALITY	TELEPHONE #	COUNTY
		FAX #	

SECTION A

To be completed by park operator and mobile home owner.

NAME, ADDRESS & PHONE # OF MOBILE HOME PARK		NAME & ADDRESS OF MOBILE HOME OWNER	
NAME	PHONE	NAME	
ADDRESS	CITY, STATE ZIP	ADDRESS	CITY, STATE ZIP
ARRIVAL DATE OF NEW OWNER	DEPARTURE DATE	OWNERS TELEPHONE NUMBER	
		Home:	Work:
ADDRESS OF MOBILE HOME AT TIME OF PURCHASE:			

MOBILE HOME DESCRIPTION

MANUFACTURER		MODEL OR STYLE		SERIAL NUMBER	
YEAR OF MANUFACTURE	YEAR OF PURCHASE	PURCHASED FROM		PURCHASE PRICE	
PURCHASED AS <input type="checkbox"/> NEW <input type="checkbox"/> USED		WIDTH	LENGTH		
		(include hitch)			

NUMBER OF ROOMS:	DOES MOBILE HOME HAVE:	TYPE	SIZE
Baths _____	<input type="checkbox"/> SKIRTING (Alum/Vinyl)	<input type="checkbox"/> SETS OF STAIRS _____	<input type="checkbox"/> PORCH _____
Bedrooms _____	<input type="checkbox"/> CENTRAL AIR <input type="checkbox"/> Aluminum <input type="checkbox"/> Concrete <input type="checkbox"/> Fiberglass	<input type="checkbox"/> PATIO _____
Other Rooms _____	<input type="checkbox"/> DISHWASHER	<input type="checkbox"/> SHED..... SIZE: _____	<input type="checkbox"/> CARPORT _____
TOTAL _____	<input type="checkbox"/> WASHER/DRYER <input type="checkbox"/> Metal <input type="checkbox"/> Wood	
	<input type="checkbox"/> FIREPLACE	<input type="checkbox"/> AWNING..... SIZE:	

SIGNATURES

MOBILE HOME OWNER	DATE
PARK OPERATOR _____	PARK OPERATOR TITLE _____
DATE	
REMARKS BY PARK OPERATOR:	

SECTION B

To be completed by Assessor.

<u>VALUATION</u>			<u>INITIAL</u>	<u>DATE</u>
TOTAL FAIR MARKET VALUE	\$			
REMARKS:		CONTACTED OWNER	_____	_____
		CONTACTED OPERATOR	_____	_____
		VIEWED	_____	_____
		INSPECTED	_____	_____

ZONING DESIGNATION DISCLOSURE

To the best of our belief and knowledge, the current zoning designation for your
homesite is: RT – Mobile Home Residential

To the best of our belief and knowledge, the current zoning designation for the adjoining
land west of the community is: R3 – Multi Family

To the best of our belief and knowledge, the current zoning designation for the adjoining
land north of the community is: R1 & R3 – Single Family & Multi Family

To the best of our belief and knowledge, the current zoning designation for the adjoining
land east of the community is: C2 & R3 – Commercial & Multi Family

To the best of our belief and knowledge, the current zoning designation for the adjoining
land south of the community is: R1 & R3 – Single Family & Multi Family

Please note that these zoning designations may change as per the Clark County
comprehensive Planning Division approval. It is up to the resident to check within the
Planning Division regarding any changes should the resident have any interest in that
zoning designation.

I have read and received a copy of the Zoning Designation Disclosure.

Signature of Resident

Date

Signature of Resident

Date

Home Ownership Transfer Move-In Security Deposit Description

1. Security deposits, if applicable, are collected at the time the new resident signs his/her ***Lease Agreement***.
2. A ***Security Deposit Information (All except FL & NV)*** form or a ***Security Deposit Receipt (Florida Only)*** should be completed in duplicate. One copy is given to the new resident and one copy is retained in the new resident's file.

Security Deposit Transfer

Security deposits are not transferred from one resident account to another resident account. The security deposit must be refunded to the seller (resident who moved from the community). A new security deposit must be paid by the buyer (new resident).

SECURITY DEPOSIT RECEIPT

We hereby acknowledge receipt of a security deposit in the amount of \$_____ for homesite #_____ at _____ Manufactured Home Community and that said security deposit is being held in Account #_____ at _____ Bank. This is a non-interest bearing account.

The following information is provided pursuant to Florida Statute 83.49:

Upon the vacating of the premises for termination of the Lease, the Landlord shall have fifteen (15) days to return the security deposit or in which to give the resident written notice by certified mail to the resident's last known mailing address of his intention to impose a claim on the deposit and the reason for imposing the claim. This notice shall contain a statement in substantially the following form:

This is a notice of my intention to impose a claim for damages in the amount of \$_____ upon your security deposit, due to _____. It is sent to you as required by §83.49(3), Florida Statutes. You are hereby notified that you must object in writing to this deduction from your security deposit within fifteen (15) days from the time you receive this notice or I will be authorized to deduct my claim from your security deposit. Your objection must be sent to _____ (Landlord's address).

If the Landlord fails to give the notice within the fifteen (15) day period, he forfeits his right to impose a claim upon the security deposit.

Unless the resident objects to the imposition of the Landlord's claim or the amount thereof within fifteen (15) days after receipt of the Landlord's notice of intention to impose a claim, the Landlord may then deduct the amount of his claim and shall remit the balance of the deposit to the resident within thirty (3) days after the date of the notice of intention to impose a claim for damages.

If either party institutes an action in a court of competent jurisdiction to adjudicate his right to the security deposit, the prevailing party is entitled to receive his court costs plus a reasonable fee for his attorney. The Court shall advance the cause on the calendar.

Resident

Landlord

Resident

Date

Home Ownership Transfer Move-In
Recreational Vehicle Storage Agreement Description

1. Residents owning a recreational vehicle must use proper storage facilities as provided by the community or located outside the community.
2. Recreational vehicles are not permitted to remain parked on community streets or on residential driveways.
3. The ***Recreational Vehicle Storage Agreement*** provides for proper storage of recreational vehicles owned by community residents.
4. The community's recreational vehicle storage area can be utilized by residents on a "first come, first serve" basis. If the storage area is full, a new resident must be instructed to locate an off-site facility.

RECREATIONAL VEHICLE STORAGE AGREEMENT

This Storage Agreement dated this _____ day of _____, 20____, by and between _____ (Landlord) and _____ (Resident), whereas Resident is a Resident of _____ Manufactured Home Community.

Landlord hereby grants Resident the non-exclusive right or access to and use of a certain recreational vehicle storage facility located at the Manufactured Home Community for the purpose of storing the following _____ (the Recreational Vehicle).

Resident’s right to use of the storage facility shall commence on the date hereof and continue from month to month thereafter until the earlier of termination of Resident’s residency at the Manufactured Home Community or the expiration of ten (10) days following notice from Landlord to vacate and remove the recreational vehicle from the storage facility.

Resident acknowledges that there are multiple keys for the storage facility, that the storage facility is not patrolled or guarded, and that it is not the intention of the parties to create a bailment.

Resident agrees to conform to all of the rules and Community Covenants of the Manufactured Home Community with respect to ownership, maintenance, use or storage of the Recreational Vehicle referred to above, and specifically acknowledges that nothing contained herein alters, amends, limits or waives any of the rules and Covenants.

In consideration of Landlord’s grant of the non-exclusive use of the storage area, Resident hereby agrees to hold Landlord, its officers, directors, partners, agents and servants and employees harmless from, and hereby releases any claim he or she may have against Landlord, as the result of any damage (including, without limitation theft, vandalism, malicious mischief, fire, hail or windstorm damage) to Resident’s property arising from or occurring while it is stored in or at the Manufactured Home Community pursuant to this Agreement regardless of whether such loss or damage may have been caused or contributed to in full or in part by any act, error or omission of Landlord or Landlord’s officers, directors, partners, agents and servants and employees. Resident further agrees to maintain property and liability insurance on all units stored at the Manufactured Home Community pursuant to this Agreement.

FLORIDA ONLY: This Agreement shall not constitute a “Residential Tenancy” within the meaning of Chapter 83, 5713.691 Florida Statutes.

Resident

Resident

RECREATIONAL VEHICLE STORAGE KEY RECEIPT

Resident hereby acknowledges receipt of a key to the storage area. Landlord acknowledges receipt of a key deposit in the amount of \$20.00 which shall be returned to Resident upon the end of this Agreement and return of the key.

The Resident agrees not to copy this key.

Resident

Homesite #

Landlord

Home Ownership Transfer Move-In **Recording New Resident's Initial Payments Rent/Security Deposit**

The Community Manager records all payments made by a new resident, including application fee, security deposit, and rent using Yardi (refer to Yardi Help or Yardi Client Central).

New Resident Orientation Video

A seven (7) minute informational video has been developed to orient new residents to our community. The video, available in English and Spanish, includes a visual presentation of home installation requirements, proper homesite maintenance, display of correct building materials, and a description of required procedures to follow. After viewing this video, each new resident should have a clear understanding of how to satisfactorily meet the Community Covenants.

View the video with each new resident and answer any questions that arise during the presentation and at the conclusion of the video. Pause the video to answer questions or explain any sections you feel need clarification or emphasis.

Showing this video is not intended to replace the in-depth training orientation the Community Manager should present to each new resident. It is to be used as a supplement to the resident's education. We do not require residents to sign an acknowledgement after viewing the video.

Home Ownership Transfer Move-In Welcome Folder

Each new Resident should receive a Uniprop Welcome Folder at the conclusion of their initial orientation and after the presentation of the Uniprop Video. The following information should be included in each Uniprop Welcome Folder. Some of the items listed below may not apply.

- ***Lease Agreement***
- ***Addendum to Lease Agreement – Public Act No. 199***
- Community Site Plan
- Community Information Sheet (on your Community Stationary)
- Local Information Sheet (on your Community Stationary)
- Copy of Recent ***Community Newsletter***
- ***Recreational Vehicle Storage Agreement***
- Community Brochures
- Local Newcomers Packet from Bank or Chamber of Commerce
- ***Community Covenants***
- ***Prospectus (FL only)***
- Home Installation Requirements
- Move-In Tips
- Uniprop Homes Letter of Introduction
- Resident Parking Sticker and/or License

Physical Move-Out **Move-Out Procedures**

The following procedures should be followed when a resident moves a home out of your Community and before a security deposit and any pro-rated rent is returned:

1. Thirty (30) days written notice of the move-out date of the home must be given by Resident.
2. Thirty (30) day notice is necessary to provide the means of accounting for resident security deposits and any charges a resident may owe the community, such as back rent, late charges, or charges for the condition of their homesite upon leaving the community.
3. The resident must pay the final month's rent and any current or past due balances.
4. The resident must make arrangements for removing the home from the community using the ***Uniprop Communities Guidelines for Removal of Homes***. This form must be completed, signed, and faxed or emailed to the Community Office along with a copy of the company's business license and insurance **prior** to the removal of the home.

Physical Move-Out

Homesite Inventory Checklist Description

1. The Community Manager will inspect the homesite and record any damages within five (5) days from the date of the resident's notice to move their home from the community. Damages will be recorded on the ***Homesite Inventory Checklist*** form.
2. The condition of the homesite at the time of move-out will be compared to the condition of the homesite at the time of move-in.
3. The Community Manager will send a copy of the ***Homesite Inventory Checklist*** form to the resident within five (5) days after an inspection is made.
4. Damages found must be corrected prior to move-out.
5. The resident is responsible for all damages at the time of move-out and assumes all costs to repair damages that are not corrected.

Physical Move-Out

Final Billing and Settlement Statement Description

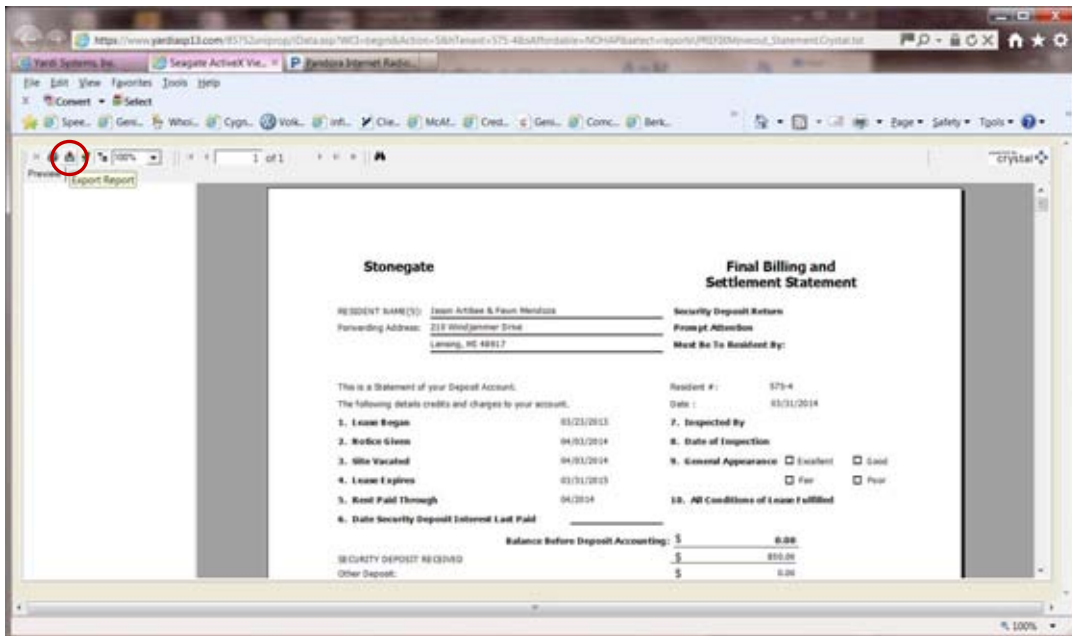
3/2014

1. The Community Manager will inspect the homesite immediately after the resident's home is moved out. Check that any damages reflected on the **Homesite Inventory Checklist** have been repaired. Additionally, check that no debris, tie downs, sheds, block, decks, skirting or any other personal property has been left on the site. Resident will be charged if cleaning or repair of damages is required.
2. Record all required information into Yardi, including any additional charges the resident owes (such as damage, cleaning, or late charges), and move the resident out.
3. Print the state specific **Final Billing and Settlement Statement** from Yardi as soon as the resident is moved out of Yardi. If Yardi is not available, use the **Final Billing and Settlement Statement**, an Excel form, in the **Forms Library**. The Community Manager shall review the information entered on the form to insure it is correct.
4. All **Final Billing and Settlement Statements** must be approved by your Regional Vice President prior to mailing.
5. Once approved, the Community Manager will mail a copy of the **Final Billing and Settlement Statement** to the resident **within the state required number of days** of the physical move-out.
6. If the resident is entitled to a security deposit refund and/or rent refund, fax or email the approved **Final Billing and Settlement Statement** to the community's Accountant. The Accountant will mail the resident a refund check with the approved **Final Billing and Settlement Statement** attached.
7. The Community Manager will place a copy of the **Final Billing and Settlement Statement** in the resident's file.
8. The resident's complete file is to remain in the community office after move-out and must be stored for a minimum of seven (7) years. Store these files alphabetically in a cardboard file storage box. For files over seven (7) years old, consult with your Regional Vice President regarding the proper method of disposal.

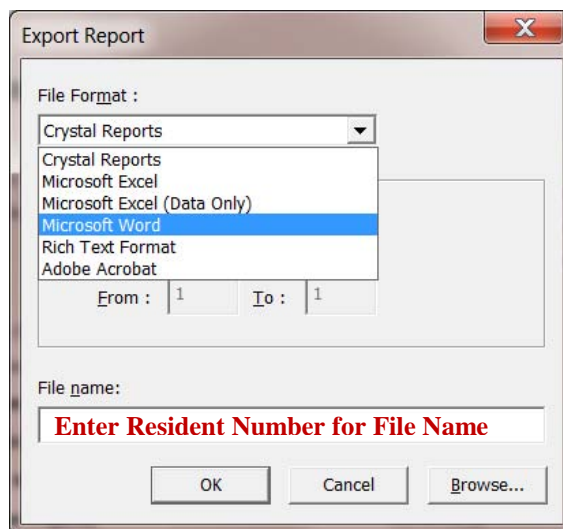
Physical Move-Out Final Billing and Settlement Statement – Instructions to Manually Enter Charge Codes

Some communities need to list damage charges separately for legal purposes. Following are instructions on how to manually break out these charges in Yardi.

- I. Complete Move-Out and Deposit Accounting as usual (charge the damage).
- II. Go to the **Final Billing and Settlement Statement** and open it up. Click on the envelope with arrow to Export Report.



- III. Choose Word format from drop down menu. Enter file name (use resident number). Click OK.



Physical Move-Out Final Billing and Settlement Statement – Instructions to Manually Enter Charge Codes (cont'd.)

- IV. Open document you just saved.
- V. Click on Property Damages to enter break down for damage charge.
 - A. When you click on Property Damages, you will see dotted lines around the field.
 - B. Go to the corner of the field; curser will show four (4) arrows pointing outward. Click and drag to enlarge the typing area.

The screenshot shows a Microsoft Word document titled "575-4 [Compatibility Mode] - Microsoft Word". The document contains a form for a final billing and settlement statement. The form is divided into several sections:

- 1. Lease Began:** 03/23/2013
- 2. Notice Given:** 04/03/2014
- 3. Site Vacated:** 04/03/2014
- 4. Lease Expires:** 03/31/2015
- 5. Rent Paid Through:** 04/2014
- 6. Date Security Deposit Interest Last Paid:** _____
- 7. Inspected By:** _____
- 8. Date of Inspection:** _____
- 9. General Appearance:** Excellent Good
 Fair Poor
- 10. All Conditions of Lease Fulfilled:** _____

The financial summary section includes:

Balance Before Deposit Accounting:	\$	0.00
SECURITY DEPOSIT RECEIVED	\$	850.00
Other Deposit:	\$	0.00
TOTAL DEPOSITS	\$	850.00
UNPAID RENT	\$	850.00
LATE CHARGES	\$	0.00
LEGAL COSTS	\$	0.00
UNPAID UTILITIES		
Water Meter Reading:	\$	0.00
	\$	-5.75
PROPERTY DAMAGES	\$	622.52
OTHER CHARGES/COSTS		
	\$	46.50
Payment Received	\$	892.75
Total deductions from security deposit	\$	622.52
Balance due to Resident	\$	227.48
Balance due to Landlord	\$	

COMMENTS:

Prepared By: _____ Approved By: _____

YOU MUST RESPOND TO THIS NOTICE BY MAIL, WITHIN SEVEN (7) DAYS AFTER RECEIPT OF SAME, OTHERWISE, YOU WILL FORFEIT THE AMOUNT

Physical Move-Out Final Billing and Settlement Statement – Instructions to Manually Enter Charge Codes (cont'd.)

VI. Enter the specific damages in the text box.

VII. Resize and drag the selected field in position.

The screenshot shows a Microsoft Word document titled '575-4 (Compatibility Mode) - Microsoft Word'. The document is a 'Final Billing and Settlement Statement' for a resident named Jason Artibe & Fawn Mendoza. The form includes fields for Resident Name, Forwarding Address, Security Deposit Return, and a list of lease events. A table at the bottom summarizes the account, showing a total of \$892.75 in deposits and charges, with a payment received of \$892.75. A red arrow points to the 'PROPERTY DAMAGES' section, which contains the text: 'Deep Cleaning \$85.00; Repair and Replace porch lights, faucets, wall panel, blinds \$537.50'.

Item	Amount
Balance Before Deposit Accounting	\$ 0.00
SECURITY DEPOSIT RECEIVED	\$ 850.00
Other Deposit	\$ 0.00
TOTAL DEPOSITS	\$ 850.00
UNPAID RENT	\$ 850.00
LATE CHARGES	\$ 0.00
LEGAL COSTS	\$ 0.00
UNPAID UTILITIES	\$ 0.00
Water Meter Reading	\$ -5.75
PROPERTY DAMAGES: Deep Cleaning \$85.00; Repair and Replace porch lights, faucets, wall panel, blinds \$537.50	\$ 622.50
OTHER CHARGES/COSTS	\$ 48.50
Payment Received	\$ 892.75

VIII. Now you are ready to print the ***Final Billing and Settlement Statement***. Scale paper size to letter size.

IX. Save for your records in Word format.

X. File a copy of the original and the edited ***Final Billing and Settlement Statement*** in the resident file.

****COMMUNITY NAME****

Florida Final Billing and Settlement Statement

RESIDENT NAME(S): _____
 Forwarding Address: _____

**Security Deposit Return
 Prompt Attention
 Must Be To Resident By:** _____

This is a Statement of your Deposit Account.
 The following details credits and charges to your account.

Resident #: _____
 Date: _____

1. Lease Began	
2. Notice Given	
3. Site Vacated	
4. Lease Expires	
5. Rent Paid Through	
6. Date Security Deposit Interest Last Paid	n/a

7. Inspected By		
8. Date of Inspection		
9. General Appearance	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good
	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor
10. All Conditions of Lease Fulfilled	<input type="checkbox"/> Yes	<input type="checkbox"/> No

SECURITY DEPOSIT RECEIVED _____ (Date) \$ -
 Other Deposit: _____ \$ -
 Other Deposit: _____ \$ -
 Other Deposit: _____ \$ -
 TOTAL DEPOSITS _____ \$ -

UNPAID RENT _____ \$ -
 LATE CHARGES _____ \$ -
 LEGAL COSTS _____ \$ -

UNPAID UTILITIES
 Water Meter Reading: _____ -- _____
 Total Usage: _____ 0 _____ \$ -
 _____ \$ -
 _____ \$ -

PROPERTY DAMAGES
 _____ \$ -
 _____ \$ -
 _____ \$ -

OTHER CHARGES/COSTS
 _____ \$ -
 _____ \$ -
 _____ \$ -

Total deductions from security deposit _____ \$ -
Balance due to Resident _____ \$ -
Balance due to Landlord _____ \$ -

COMMENTS: _____

Prepared By: _____ **Approved By:** _____

This is a notice of my intention to impose a claim for damages in the amount stated above upon your security deposit. It is sent to you as required by statute 83.49(3), Florida Statutes. You are hereby notified that you must object in writing to this deduction from your security deposit within 15 days from the time you receive this notice, or I will be authorized to deduct my claim from your security deposit. Your Objection must be sent to: ****COMMUNITY ADDRESS****

COMMUNITY NAME

Final Billing and Settlement Statement

RESIDENT NAME(S): _____
 Forwarding Address: _____

Security Deposit Return
Prompt Attention
Must Be To Resident By: _____

This is a Statement of your Deposit Account.
 The following details credits and charges to your account.

Resident #: _____
 Date: _____

1. Lease Began	
2. Notice Given	
3. Site Vacated	
4. Lease Expires	
5. Rent Paid Through	
6. Date Security Deposit Interest Last Paid	n/a

7. Inspected By		
8. Date of Inspection		
9. General Apperance	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good
	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor
10. All Conditions of Lease Fulfilled	<input type="checkbox"/> Yes	<input type="checkbox"/> No

SECURITY DEPOSIT RECEIVED _____ (Date) _____ \$ -
 Other Deposit: _____ \$ -
 Other Deposit: _____ \$ -
 Other Deposit: _____ \$ -
 TOTAL DEPOSITS _____ \$ -

UNPAID RENT _____ \$ -
 LATE CHARGES _____ \$ -
 LEGAL COSTS _____ \$ -

UNPAID UTILITIES
 Water Meter Reading: _____ -- _____
 Total Usage: _____ 0 _____ \$ -
 _____ \$ -
 _____ \$ -

PROPERTY DAMAGES
 _____ \$ -
 _____ \$ -
 _____ \$ -

OTHER CHARGES/COSTS
 _____ \$ -
 _____ \$ -
 _____ \$ -

Total deductions from security deposit _____ \$ -
 Balance due to Resident _____ \$ -
 Balance due to Landlord _____ \$ -

COMMENTS:

Prepared By: _____ Approved By: _____

Physical Move-Out **Security Deposit Description**

1. Interest accumulates on security deposits in some states and must be paid to residents at the time of move-out. (See **Community Notes**.)
2. Security deposits are returned by the main office (if applicable) after a ***Final Billing and Settlement Statement*** has been completed and signed by the Community Manager and Regional Vice President.
3. Be certain you have the correct forwarding address of the resident moving out.

Home Ownership Transfer Move-Out **Move-Out Procedures**

The ownership of a home is transferred when a home is sold to another party and the new owner intends to keep the home on its present site. The following guidelines apply when the ownership of a home is transferred:

1. Residents should provide management thirty (30) days written notice prior to selling their home.
2. A thirty (30) day notice provides the means of accounting for resident security deposits and any charges a resident may owe the community, such as back rent, late charges, or charges for the condition of their homesite upon leaving the community.
3. The final month's rent and any current or past due balances must be paid by the resident.
4. A new resident cannot be approved until all debts are cancelled, or the Community Manager has instructed a sales agent to collect the monies owed at the time of closing.
5. All homes that are transferred to a new owner must be inspected. The Community Manager should contact residents regarding inspections prior to a sale taking place, if possible. Residents should be contacted whenever a "For Sale" sign is posted in front of their home or their home is listed with Uniprop Homes or another broker. (See **Home Ownership Transfer Inspection/Move-In.**)

Home Ownership Transfer Move-Out Homesite Inventory Checklist Description

1. The Community Manager will inspect the homesite and record any damages within five (5) days of the date of the resident's notice of move-out. Damages will be recorded on the ***Homesite Inventory Checklist*** form.
2. The condition of the homesite at the time of move-out will be compared to the condition of the homesite at the time of move-in.
3. The Community Manager will send a copy of the ***Homesite Inventory Checklist*** form to the resident within five (5) days after an inspection is made.
4. Damages found must be corrected prior to the move-in of a new resident.
5. The resident moving out is responsible for all damages at the time of move-out and must pay all costs to correct damages prior to new resident moving in.

Home Ownership Move-Out Final Billing and Settlement Statement Description

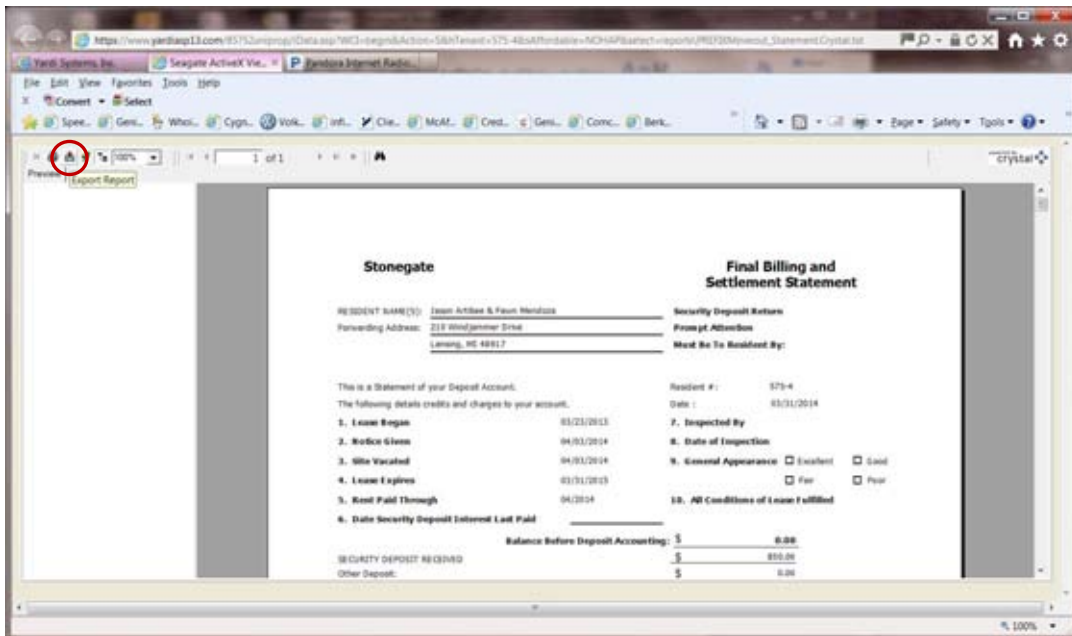
3/2014

1. The Community Manager will inspect the homesite immediately after the resident's home is moved out. Check that any damages reflected on the **Homesite Inventory Checklist** have been repaired. Additionally, check that no debris, tie downs, sheds, block, decks, skirting or any other personal property has been left on the site. Resident will be charged if cleaning or repair of damages is required.
2. Record all required information into Yardi, including any additional charges the resident owes (such as damage, cleaning, or late charges), and move the resident out.
3. Print the state specific **Final Billing and Settlement Statement** from Yardi as soon as the resident is moved out of Yardi. If Yardi is not available, use the **Final Billing and Settlement Statement**, an Excel form, in the **Forms Library**. The Community Manager shall review the information entered on the form to insure it is correct.
4. All **Final Billing and Settlement Statements** must be approved by your Regional Vice President prior to mailing.
5. Once approved, the Community Manager will mail a copy of the **Final Billing and Settlement Statement** to the resident **within the state required number of days** of the physical move-out.
6. If the resident is entitled to a security deposit refund and/or rent refund, fax or email the approved **Final Billing and Settlement Statement** to the community's Accountant. The Accountant will mail the resident a refund check with the approved **Final Billing and Settlement Statement** attached.
7. The Community Manager will place a copy of the **Final Billing and Settlement Statement** in the resident's file.
8. The resident's complete file is to remain in the community office after move-out and must be stored for a minimum of seven (7) years. Store these files alphabetically in a cardboard file storage box. For files over seven (7) years old, consult with your Regional Vice President regarding the proper method of disposal.

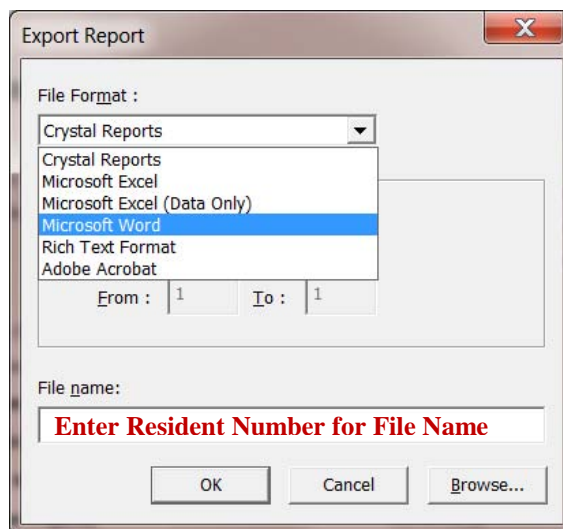
Home Ownership Move-Out Final Billing and Settlement Statement – Instructions to Manually Enter Charge Codes

Some communities need to list damage charges separately for legal purposes. Following are instructions on how to manually break out these charges in Yardi.

- XI. Complete Move-Out and Deposit Accounting as usual (charge the damage).
- XII. Go to the **Final Billing and Settlement Statement** and open it up. Click on the envelope with arrow to Export Report.



- XIII. Choose Word format from drop down menu. Enter file name (use resident number). Click OK.



Home Ownership Move-Out Final Billing and Settlement Statement – Instructions to Manually Enter Charge Codes (cont'd.)

- XIV. Open document you just saved.
- XV. Click on Property Damages to enter break down for damage charge.
- C. When you click on Property Damages, you will see dotted lines around the field.
- D. Go to the corner of the field; curser will show four (4) arrows pointing outward. Click and drag to enlarge the typing area.

The screenshot shows a Microsoft Word document titled '575-4 [Compatibility Mode] - Microsoft Word'. The document is a 'Final Billing and Settlement Statement' form. A red arrow points to the 'PROPERTY DAMAGES' field, which is highlighted with a dotted border and a four-way cursor. The form includes the following sections:

- 1. Lease Began: 03/23/2013
- 2. Notice Given: 04/03/2014
- 3. Site Vacated: 04/03/2014
- 4. Lease Expires: 03/31/2015
- 5. Rent Paid Through: 04/2014
- 6. Date Security Deposit Interest Last Paid: _____
- 7. Inspected By: _____
- 8. Date of Inspection: _____
- 9. General Appearance: Excellent Good
 Fair Poor
- 10. All Conditions of Lease Fulfilled: _____

The financial breakdown is as follows:

Balance Before Deposit Accounting:	\$	0.00
SECURITY DEPOSIT RECEIVED	\$	850.00
Other Deposit:	\$	0.00
TOTAL DEPOSITS	\$	850.00
UNPAID RENT	\$	850.00
LATE CHARGES	\$	0.00
LEGAL COSTS	\$	0.00
UNPAID UTILITIES		
Water Meter Reading:	\$	0.00
	\$	-5.75
PROPERTY DAMAGES	\$	622.52
OTHER CHARGES/COSTS		
	\$	46.50
Payment Received	\$	892.75
Total deductions from security deposit	\$	622.52
Balance due to Resident	\$	227.48
Balance due to Landlord	\$	

COMMENTS:

Prepared By: _____ Approved By: _____

YOU MUST RESPOND TO THIS NOTICE BY MAIL, WITHIN SEVEN (7) DAYS AFTER RECEIPT OF SAME, OTHERWISE YOU WILL FORFEIT THE AMOUNT

Home Ownership Move-Out Final Billing and Settlement Statement – Instructions to Manually Enter Charge Codes (cont'd.)

- XVI. Enter the specific damages in the text box.
- XVII. Resize and drag the selected field in position.

The screenshot shows a Microsoft Word document titled '575-4 (Compatibility Mode) - Microsoft Word'. The document is a 'Final Billing and Settlement Statement' for a resident named Jason Artibe & Fawn Mendoza. The form includes fields for Resident Name, Forwarding Address, Security Deposit Return, and a list of lease events. A table at the bottom summarizes the account balance, including Security Deposit Received, Unpaid Rent, and Property Damages. A red arrow points to the 'PROPERTY DAMAGES' field, which contains the text: 'PROPERTY DAMAGES: Deep Cleaning \$85.00; Repair and Replace porch lights, faucets, wall panel, blinds \$537.50'.

Item	Amount
Balance Before Deposit Accounting:	\$ 0.00
SECURITY DEPOSIT RECEIVED	\$ 850.00
Other Deposit:	\$ 0.00
TOTAL DEPOSITS	\$ 850.00
UNPAID RENT	\$ 850.00
LATE CHARGES	\$ 0.00
LEGAL COSTS	\$ 0.00
UNPAID UTILITIES	\$ 0.00
Water Meter Reading:	\$ -5.75
PROPERTY DAMAGES: Deep Cleaning \$85.00; Repair and Replace porch lights, faucets, wall panel, blinds \$537.50	\$ 622.52
OTHER CHARGES/COSTS	\$ 46.50
Payment Received	\$ 892.75

- XVIII. Now you are ready to print the ***Final Billing and Settlement Statement***. Scale paper size to letter size.
- XIX. Save for your records in Word format.
- XX. File a copy of the original and the edited ***Final Billing and Settlement Statement*** in the resident file.

****COMMUNITY NAME****

Florida Final Billing and Settlement Statement

RESIDENT NAME(S): _____
 Forwarding Address: _____

**Security Deposit Return
 Prompt Attention
 Must Be To Resident By:** _____

This is a Statement of your Deposit Account.
 The following details credits and charges to your account.

Resident #: _____
 Date: _____

1. Lease Began	
2. Notice Given	
3. Site Vacated	
4. Lease Expires	
5. Rent Paid Through	
6. Date Security Deposit Interest Last Paid	n/a

7. Inspected By		
8. Date of Inspection		
9. General Appearance	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good
	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor
10. All Conditions of Lease Fulfilled	<input type="checkbox"/> Yes	<input type="checkbox"/> No

SECURITY DEPOSIT RECEIVED _____ (Date) \$ -
 Other Deposit: _____ \$ -
 Other Deposit: _____ \$ -
 Other Deposit: _____ \$ -
 TOTAL DEPOSITS _____ \$ -

UNPAID RENT _____ \$ -
 LATE CHARGES _____ \$ -
 LEGAL COSTS _____ \$ -

UNPAID UTILITIES
 Water Meter Reading: _____ -- _____
 Total Usage: _____ 0 _____ \$ -
 _____ \$ -
 _____ \$ -

PROPERTY DAMAGES
 _____ \$ -
 _____ \$ -
 _____ \$ -

OTHER CHARGES/COSTS
 _____ \$ -
 _____ \$ -
 _____ \$ -

Total deductions from security deposit _____ \$ -
Balance due to Resident _____ \$ -
Balance due to Landlord _____ \$ -

COMMENTS: _____

Prepared By: _____ **Approved By:** _____

This is a notice of my intention to impose a claim for damages in the amount stated above upon your security deposit. It is sent to you as required by statute 83.49(3), Florida Statutes. You are hereby notified that you must object in writing to this deduction from your security deposit within 15 days from the time you receive this notice, or I will be authorized to deduct my claim from your security deposit. Your Objection must be sent to: ****COMMUNITY ADDRESS****

COMMUNITY NAME

Final Billing and Settlement Statement

RESIDENT NAME(S): _____
 Forwarding Address: _____

Security Deposit Return
Prompt Attention
Must Be To Resident By: _____

This is a Statement of your Deposit Account.
 The following details credits and charges to your account.

Resident #: _____
 Date: _____

1. Lease Began	
2. Notice Given	
3. Site Vacated	
4. Lease Expires	
5. Rent Paid Through	
6. Date Security Deposit Interest Last Paid	n/a

7. Inspected By		
8. Date of Inspection		
9. General Appearance	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good
	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor
10. All Conditions of Lease Fulfilled	<input type="checkbox"/> Yes	<input type="checkbox"/> No

SECURITY DEPOSIT RECEIVED _____ (Date) _____ \$ -
 Other Deposit: _____ \$ -
 Other Deposit: _____ \$ -
 Other Deposit: _____ \$ -
 TOTAL DEPOSITS _____ \$ -

UNPAID RENT _____ \$ -
 LATE CHARGES _____ \$ -
 LEGAL COSTS _____ \$ -

UNPAID UTILITIES
 Water Meter Reading: _____ -- _____
 Total Usage: _____ 0 _____ \$ -
 _____ \$ -
 _____ \$ -

PROPERTY DAMAGES
 _____ \$ -
 _____ \$ -
 _____ \$ -

OTHER CHARGES/COSTS
 _____ \$ -
 _____ \$ -
 _____ \$ -

Total deductions from security deposit _____ \$ -
 Balance due to Resident _____ \$ -
 Balance due to Landlord _____ \$ -

COMMENTS:

Prepared By: _____ Approved By: _____

Home Ownership Transfer Move-Out Security Deposit Description

1. Interest accumulates on security deposits in some states and must be paid to residents at the time of move-out. (See Community Notes)
2. Security deposits are returned by the main office after a ***Final Billing and Settlement Statement*** has been completed and signed by the Community Manager and Regional Vice President.
3. Be certain you have the correct forwarding address of the resident moving out.

Security Deposit Transfer

Security deposits are not transferred from one account to another. The security deposit must be refunded to the seller (resident who moved from the community). A new security deposit must be paid by the buyer (new resident).

Acquisition of Homes to be Removed from a Uniprop Community

You may choose to acquire an undesirable home in the community you wish to have removed. Be aware of opportunities to purchase or acquire a pre-owned home in the community that may become available by these means:

1. Abandoned Home
2. A Repossessed Home
3. A Home for Sale by Resident Located on a Strategic Homesite you want Available for a New Model Home
4. In Lieu of Rent

Written approval from your Regional Vice President is mandatory for the purchase or acquisition of a home for removal from the community. Uniprop should spend no more than \$5,000 for the purchase of a home to be removed from the community.

The ***Pre-Owned Home Acquisition Request*** form should be completed and sent to your Regional Vice President for approval. Attach the following documentation to the form:

1. ***Checklist for Pre-Owned Home Acquisition within a Uniprop Community***
2. Pictures of the Exterior and Interior
3. Copy of the Title (front and back)
*Original title to be held at the community and given to the company/individual responsible for removal
4. Print out of Resident History Showing Balance Due and ***Pre-Owned Home with Receivable Balance*** form.

CHECKLIST FOR PRE-OWNED HOME ACQUISITION WITHIN A UNIPROP COMMUNITY

FOR HOMES TO BE REMOVED FROM THE COMMUNITY ONLY

Community: _____ Site #: _____

- Pre-Owned Home Acquisition Request -- For Removal Only
- Resident Moved-Out...Will be Moved-Out when home is physically moved out.
- Print-Out of Resident History Showing Balance Due
- Community** Moved-In (until home is actually removed from community)
*NOTE: The only time **Uniprop Homes** should be moved-in on a site is if the home is remaining in the community for resale*
- Pictures (exterior and interior)
- Copy of Title (front and back)
Original title to be held at the community and given to the company/individual responsible for removal
- Copy of Lender Authorization for Removal
- Pre-Owned Home with Receivable Balance -- For Removal
If necessary

Completing the Pre-Owned Home Acquisition Request (For Homes to be Removed from Community Only)

1. **Acquisition Type:** Check the appropriate box which describes how the home was acquired.
2. **Date Acquired:** Fill in today's date.
3. **Estimated Date of Removal:** Fill in tentative date home is scheduled to be removed.
4. **Seller/Lender's Name(s):** Fill in the name of the individual (or company) from whom we are acquiring the home. This should also be the name of the individual (or company) the check will be made payable to (if purchasing) as well as the name on the certificate of title.
5. **Community Name:** Fill in the name of the community where home is currently located.
6. **Homesite:** Fill in the homesite number where home is currently located.
7. **Street Address of Home:** Fill in street address where home is currently located.
8. **Description of Home:** Fill in all blanks disclosing **Manufacturer, Box Size, Year, # Bedrooms, # Baths, and Serial #** (be sure that manufacturer, year, and serial # all match the certificate of title).
9. **Reason for Removal of Home:** Briefly explain why the home is being removed. An example would be *"Cost of repairs exceeds value of home – Home valued below minimum retail market value of \$10,000"*.
10. **Costs:** Fill in all applicable costs breaking down the **Purchase Price, Past Due Homesite Fees, Past Due Late Fees, Past Due Utilities, Past Due Taxes, Legal Fees, Other Fees** (such as Pets, Garages, etc).
11. **Home Loan Contract Balance:** If home is an HLC Repossession and is beyond repairing for resale, fill in the current balance owed.
12. **If Home is an HLC Repossession, Provide Control #:** This is the only instance where a Control # would apply when using this particular form.
13. **Estimated Costs to Move:** Fill in amount per bid, quote, or invoice received for removal.
14. **Total Costs for Removal:** There is a formula in this cell which will automatically calculate the total costs.
15. **Estimated Costs to Repair:** Fill in total costs estimated to repair home for resale.
16. **Mailing Address of Seller:** If we are purchasing the home for removal, fill in the **name, complete address, and to whose attention** the check should be made payable, as well as the actual **amount of the check** to be issued.
17. **Submitted By:** Fill in Community Manager's name.
18. **Approved By:** This space should be left blank for the Regional Vice President's signature.

PRE-OWNED HOME ACQUISITION REQUEST

Acquisition Type: PURCHASE HLC REPOSSESSION IN LIEU OF RENT

FOR HOMES TO BE REMOVED FROM COMMUNITY ONLY

Date Acquired: _____ Est. Date of Removal: _____
 Seller/Lender's Names(s): _____

LOCATION OF HOME IN UNIPROP COMMUNITY:

Community Name: _____ Home Site # _____
 Street Address of Home: _____

DESCRIPTION OF HOME:

Manufacturer: _____ Box Size (measure): _____
 Year: _____ Serial #: _____ # Bedrooms: _____ # Baths: _____

Reason for Removal of Home:

MUST BE SUBMITTED WITH EXTERIOR AND INTERIOR PICTURES AND COPY OF FRONT AND BACK OF TITLE BEFORE CHECK WILL BE PROCESSED

****Original title to be held at community and given to the company/individual responsible for removal****

COSTS:

Purchase Price:	\$	-	Mailing Address of Seller (if purchasing for resale): _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____
Past Due Homesite Fee:	\$	-	
Past Due Late Fees:	\$	-	
Past Due Utilities:	\$	-	
Past Due Taxes:	\$	-	
Legal Fees Owed:	\$	-	
Other: _____ <small>Explain</small>	\$	-	
Home Loan Contract Balance:	\$	-	ATTN: _____ <small>(check payable to)</small>
*If home is an HLC repossession, provide Control #: _____ <small>(control #)</small>			
Estimated Costs to Move:	\$	-	
Total Costs for Removal:	\$	-	
Estimated Costs to Repair:	\$	-	Amount of Check: \$ _____ -

Submitted By: _____ Approved By: _____ Date: _____
Community Manager Regional Vice President

PRE-OWNED HOME WITH RECEIVABLE BALANCE

RECEIVED IN LIEU OF RENT (check one)
PURCHASED WITH RECEIVABLE BALANCE OWED

DATE: _____

COMMUNITY: _____

CONTROL#: _____

SITE #: _____

LATE FEES - #3020: _____

UTILITIES - #3050: _____

LEGAL FEES - #4210: _____

OTHER

TOTAL: \$0.00

TITLE RECEIVED: _____

MUST BE SUBMITTED WITH A "PRE-OWNED HOME PURCHASE REQUEST" AND A COPY OF THE TITLE BEFORE THE RECEIVABLE BALANCE CAN BE ADJUSTED OFF.

Upon approval, the Community Manager will be notified to make the necessary adjustments in Yardi.

**UNIPROP COMMUNITIES
GUIDELINES FOR REMOVAL OF HOMES**

1. Contact the community office to make sure that the responsible party has paid the current monthly fees.
2. A 48-hour notice is required prior to home being removed.
3. Damage deposit (if required) must be received prior to any work commencing.
4. Contractor must provide all equipment, supplies, and personnel.
5. The entire homesite must be completely cleaned, including removal of steps, shed, decks, skirting, air unit and duct work, tie downs, anchors, and items under the home.
6. Trees or bushes (must also) "may" be removed if they are in the way of the home being removed. Uniprop must approve, in writing, the removal of trees or shrubs. The company removing the home must also take these items.
7. Contractors and transporters must check-in with the community office upon entering the community.
8. When the home is ready to be removed, someone from the removal company must come to the community office to get a Uniprop escort out of the community.
9. Fax a copy of business license and proof of insurance to the community office.
10. List any additional community specific requirements:

Company: _____ Date: _____

Damage deposit in the amount of \$ _____ , check # _____ ,
was received on _____. A community representative will inspect
the homesite and deposit will be returned within _____ days
if all conditions of the home removal have been satisfied.

WE HAVE RECEIVED A COPY OF THESE GUIDELINES AND FULLY UNDERSTAND
THAT IF THEY ARE NOT FOLLOWED WE CAN BE HELD ACCOUNTABLE FOR
DAMAGES DONE TO UNIPROP'S COMMUNITY.

Representative from Removal Company: _____

Homeowner: _____

Homeowner's Forwarding Address: _____
