



Thank you for trusting Absolute Mobile Home Closings to assist with your transaction. To help prepare for listing your client's manufactured home, it's important to have the documents below *and any other documentation that is required by your Broker.*

- **Original Certificate of Title:** *Please do not have any parties sign and/or notarize the document.* If your client owns the mobile home but does not have the original document, they will need to request a duplicate from the Department of Transportation – it can take up to three weeks for the new title to arrive. If your client has a lien on the mobile home, you will need to obtain information from their original closing that lists the vehicle identification number. **The original document will need to be brought to closing.**
- **Community Documents:** Most communities require approval of the sale. It is important to reach out to the park manager to obtain this along with a copy of the park's rules and regulations. It is also ideal to confirm the amount of lot rent, what is included in the rent, and when the park anticipates the next rent increase. Be prepared to provide a potential buyer with the rules and regulations as it is a requirement in the sale agreement.
- **Mortgage Payoff Request:** If there is a lien on the mobile home, we will need to obtain a payoff to obtain a new title that can be transferred to the new owner. Please have your client complete the information below the line of the payoff authorization, not above. Most lenders will not accept an electronic signature, so this will need to be wet signed.
- **Corporate Documents:** If the owner of the mobile home is a company, we will need information for the person who is authorized to sign on behalf of the company. Please provide this authorization on the company letterhead signed by the owner of the company or a copy of the operating agreement.
- **Estate/POA Documents:** If the owner is deceased or if the mobile home is being sold through a third party by Power of Attorney, the Department of Transportation requires an original Short Certificate/Letters of Testamentary for the estate or the original Power of Attorney for confirmation that your client is authorized to sign on behalf of the owner. **The original document will need to be brought to closing.**

If you have any questions during the listing process, be sure to reach out to us directly at (223) 800-8001 and we will be happy to answer any questions you have.

Kate Greene, MLS, Owner

If you will be using our office for closing, please forward the following documents to our office once the contract is ratified.

- | | |
|---|--|
| o Copy of original title (front/back) | o List of utilities not included in rent |
| o Copy of corporate/estate/POA documents, if applicable | o Copy of EMD payment |
| o Payoff authorization, if applicable | o Amount of seller help, if applicable |
| | o Fees to be added to the HUD |



T: (223) 800-8001
F: (223) 900-2285



info@
mobilehomeclosings.com



Post Office Box 224
Lemoyne, PA 17043