



NY Rising Housing Recovery Program

Manufactured Home Retailer/Installer Guide

July 10, 2015

The Program will provide qualified Applicants with funds to purchase a new manufactured home which must be located on a site outside of the 100 year flood plain. Each Applicant has been given an estimated award amount for the complete purchase and installation of their new manufactured home based on their household size. The Applicant's award will not exceed that estimate, but will be adjusted based on the actual cost of the approved work, whichever is less.

This guidance document describes the Program requirements for the New York State licensed manufactured home retailer/installers. If you have any questions please call the Mobile Home Assistance Line at 844-212-9711

What must the retailer/installer do?

- Supply a newly manufactured unit which meets HUD Manufactured Home Construction and Safety Standards and is Energy Star approved.
- Ensure that the manufactured home is installed in a location outside of the 100 year floodplain.
- Construct or reutilize an appropriate foundation/pad and fully install and connect all utilities to the manufactured home after securing all necessary local permits. If the Dealer is not installing directly, ensure that the installer is certified by the NYS Dept. of State.
- Demolish/remove the old mobile/manufactured home after securing any necessary permits and approvals.
- Ensure all activity and structures are up to state and local code.
- Confirm with the Applicant that the amount of their estimated award is sufficient to cover the full cost of the purchase and scope of work.
- Accept payment from the Program in the form of two-party checks written to the Applicant and to the licensed Installer/Retailer who is also the issuer of the purchase agreement according to the following payment schedule:
 - 50% payment after review of and approval by the Program of the Purchase Agreement and signature by the Applicant.
 - 25% payment after the Program verifies through an inspection that the foundation/pad has been constructed and the new mobile/manufactured home has been delivered to the site on which it will be installed.
 - 25% payment after the Program has conducted an inspection of the completed home; and the retailer/installer has submitted proof of a HUD seal, and all permits and certificates of occupancy necessary for the installation of the manufactured home
- Provide the Applicant with an itemized purchase agreement, including all of the following:
 - The specific location on which the new home will be located
 - Specifying the inclusion of the purchase, installation, full hookup of utilities, permitting fees and demolition of old home
 - Providing an anticipated delivery date
 - Specifying the total cost according to the payment schedule mentioned above (50%, 25%, 25%)
- Ensure that the Applicant obtains a certificate of occupancy and HUD seal upon completion.

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