



**RETAILER/INSTALLER PROGRAM PAYMENT TERMS**  
**ACKNOWLEDGEMENT**

**The undersigned manufactured home retailer/installer acknowledges that he/she has read, understands and agrees to the NY Rising Housing Recovery Program Manufactured Home Retailer/Installer Guide, specifically the payment terms contained therein. The retailer/installer must:**

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% interim 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 installation site.
- 25% final payment after the Program has conducted an inspection of the completed home and confirmed the old home was demolished, and the retailer/installer has submitted proof of a HUD seal and the certificate of occupancy / relevant permits.

**This acknowledgement is made with respect to the Mobile Home Purchase Agreement between the undersigned and the following applicant:**

Application ID: \_\_\_\_\_

Applicant name: \_\_\_\_\_

Manufactured Home Delivery Address: \_\_\_\_\_

\_\_\_\_\_

Date of Agreement: \_\_\_\_\_

Authorized Rep Name (Print): \_\_\_\_\_

Authorized Rep Signature: \_\_\_\_\_

Name of Retailer/Installer: \_\_\_\_\_

Date: \_\_\_\_\_