

The Home Buying Process

List Of Typical Activities

LAND/LOT

- Select a home design and discuss options with the customer.
- Verify Ownership of the property, if not part of the home purchase.
- Conduct access route and site accessibility inspection for home movement (bridges, roads obstructions, sharp turns, ditches, low overhead electrical lines, tree limbs, etc).
- Land surveyed.
- Determine if home will be set-up/supported/anchored per set-up manual, or alternate foundation design.
- Verify site is suitable/appropriate for the installation of a manufactured home.
 - Is the home in a flood hazard area?
 - Are there land use restrictions, covenants, zoning restrictions?
 - Is the site protected from surface run-off and can it be graded in accordance with the installation manual?
 - Determine soil bearing conditions using penetrometer or soil maps.
 - Determine soil anchor holding capacity-soil test probe.
 - Determine frost depth.
 - Determine the roof load, wind load, and thermal zone requirements of site.
 - Determine local setback requirements.
 - Determine fire separation requirements.
- Verify location/availability of utilities (electric, water, sewer). Perk test if no sewer.
- Determine if there are any underground utilities on the site by calling Gopher Sate One.
- Contracts signed and specs approved.
- Secure local permits

SITE PREPARATION

- Locate and mark all underground utilities.
- Clear and grade the site.
- Properly compact all fill material.
- Install septic tank and drain field, if not connecting to city services.
- Maintain proper drainage.

INSTALL FOOTINGS

- Stake out location of the home.
- Determine location of frame piers.
- Determine location of point load piers (marriage line, exterior doors, large windows, porch posts, and perimeter piers if required).
- Select footing materials.
- Determine footing size.
- Excavate footings to below the frost depth.
- Install concrete formwork if required.
- Install in-ground utilities.
- Pour footings.
- Footing inspection, if required

The Home Buying Process List Of Typical Activities

INSTALL FOOTINGS (continued)

- If a load bearing perimeter wall is being used:
 - Select an approved foundation design.
 - Excavate.
 - Construct footing.
 - Construct the perimeter wall.
 - Install interior piers.
 - Waterproof foundation wall.
 - Backfill and grade.

SET THE HOME

- Set crew scheduled.
- Temporary power pole installed.
- Prepare for set.
 - Confirm site is properly cleared and graded.
 - Ensure footings are properly located.
 - Confirm thermal zone, wind zone, and roof load noted in date plate matches the requirements for area home is being installed.
 - Remove shipping plastic and ship loose material.
- If a load bearing perimeter wall is being used:
 - Check the actual length and width of the home and match the foundation walls.
 - Check the diagonal measurements
 - Move electrical bonding lugs to inside to the front I-beam.
 - Apply foundation damp-proofing.
 - Install foundation drain tile and cover.
 - Backfill.
 - Install Sump Pump, if required.
- Position home section.
- Lift the home.
- Install safety cribbing.
- Construct the piers.
- Level the home.
- Remove the running gear.
- Install marriage line anchors, if required.
- Install additional sections of the home.

COMPLETE THE EXTERIOR

- Connect floors (floors level at marriage line openings).
- Connect the roof (ceiling level at marriage line openings).
- Connect the walls.
- Complete the roof.
 - If hinged roof, install per addendum.

The Home Buying Process List Of Typical Activities

COMPLETE THE EXTERIOR

- Complete the roof.
 - Install ship loose chimney and vents.
 - Install shingles and ridge vent.
- Complete the end walls.
- Install exterior trim (soffit and fascia).
- Install electrical crossovers and bonding.
- Install water crossovers.
- Install crossover duct.
- Install dryer vent.
- Install water heater pan drain and temperature/pressure valve drain lines.
- Connect drain, waste and vent lines.
- Connect gas lines.
- Connect telephone and cable TV wiring.
- Install ship loose exterior light fixtures, globes and bulbs.

INSTALL ANCHORING SYSTEM (Stabilizing System)

Determine anchoring/stabilizing system.

Determine anchor locations (frame and longitudinal anchors)

Select proper anchors.

Install anchors.

Install stabilizing plates, if required.

Install straps.

Tighten and adjust straps.

COMPLETE INTERIOR

Align marriage walls.

Finish gypsum board.

Install or complete carpet.

Prepare the floor at the marriage line.

Install carpet pad.

Seal carpet edges where seam is being made.

Complete the seam.

Complete trim.

Ensure all floor coverings are free from damage and defects.

Ensure all doors and windows are square and not bind.

Install ship loose items.

CONNECT THE UTILITIES

Connect the electrical service.

Connect the water service (See testing).

Connect to existing water service or drill/install well

Cyrilla Beach Homes

The Home Buying Process List Of Typical Activities

CONNECT THE UTILITIES (Continued)

- Install heat tape and/or insulation as necessary.
- Connect the gas/fuel oil service/install tanks (See testing)

INSTALL APPLIANCES AND EQUIPMENT

- Install air conditioner or heat pump.
- Install kitchen appliances.
- Install washer and dryer.
- Confirm that gas appliances are configured for LP or Natural Gas as appropriate.

TESTING

- Electrical testing.
 - Polarity
 - Continuity
 - Operational
- Water system pressure testing (done before connection to pump/well or public utility).
- Drainage system testing.
- Smoke alarm system testing.
- Gas/Fuel oil system testing (done before connection to tank or public utility).

COMPLETE EXTERIOR WORK

- Repair and seal bottom board.
- Install skirting.
- Install ground moisture retarder.
- Repair tears in moisture retarder.
- Ensure air conditioner condensate drain line routed to outside of crawlspace.
- Finish grading , ensuring water does not collect or flow beneath the home.
- Complete optional gutters an downspouts.
- Final clean up of exterior.
- Install optional landscaping.

ALTERNATE CONSTRUCTION (When applicable-noted on Sales Order)

- Notice to Purchaser completed (before home is ordered).
- Addendum delivered to installer.
- Request inspection (10 days before request date of inspection).
- Inspection-accompany with person able to complete simple repairs.
- Copy of inspection to homeowner, retailer and plant.

CLEAN THE HOME

- Move in ready.

The Home Buying Process

List Of Typical Activities

CLOSING

Punch list.

Walk-through with purchaser.

Final inspection by local authority having jurisdiction, if required..

occupancy permit.

Home Owners Manual issued to homeowner.

Installation Manual left with the home.

All state seals have been applied.

Energy Star checklist completed and sent to manufacturer, if required.