Palm Shadows
Mobile Home & RV Resort

Procedures and Order of Sale of Property*
Located in Palm Shadows MH & RV Resort

Homeowners have the right to sell their home on their rental site(s). The following guidelines must be followed, or approval of the home sale may be delayed.

1) At least 15-day notice in writing from Homeowner(s) to Palm Shadows of its intent to sell the manufactured/mobile home on a leased lot.

2) All outstanding balances must be paid in full[1].

3) Potential buyers are required to submit occupancy applications and background/credit check authorization forms along with required documentation and the background check fee.

4) The approval process must be completed after the initial agreement is reached but *before* the sale is finalized.

5) The Home must be inspected and brought up to community standards as outlined in the Palm Shadows Rules and Regulations. An inspection of the home and lot shall be carried out by the Owner/Operator to inform the seller and buyer of what improvements, and/or corrections, must be made prior to the transfer of the home.

6) Prior to sale or transfer of any home, the home must have an electrical inspection by a licensed electrician, be in good repair and in compliance with rules and regulations.

7) Once all improvements and/or corrections are completed, along with a statement from the licensed electrician stating the home complies, the approval process can be finalized.

8) If the property* is to be removed, a $750 cash deposit must be provided to the property manager either by the ***insured*** moving company or the owner of the property prior to any prep work and removal of said property. The deposit will be refunded if the lot(s) on which the property resided is left in its original condition. Not necessarily the condition upon your purchase but prior to any property being installed on said lot(s). This includes but is not limited to the following:

a. If the lot(s) are partial concrete with existing rock/dirt under the unit, this area must be filled with caleche until the concrete and fill area is level.
b. Sewer cap(s) must be installed over sewer pipe(s). If property resided on multiple lots, each lot must have a sewer pipe and water line installed if original pipes/lines were eliminated.
c. All tie downs must be removed/sawed off.
d. All lot(s) must have electrical components (50/30-amp breaker, receptable, meter & pedestal) required.
e. **ALL** of the above **MUST BE COMPLETED WITHIN ONE WEEK** of removal of said property.

9) Occupancy of home *will not be allowed* until all the above procedures are completed.

10) A copy of the bill of sale, executed State of Texas Title or Statement of Ownership must be provided to the property manager/park office as proof of new ownership within 45 days of the sale being finalized.

*Manufactured Home, Park Model, Mobile Home, RV (permanently housed on a lot)

[1]Should the seller(s) have a credit balance, credit balance will be transferred to new homeowner(s) once approved and home complies and documentation is received. Prepaid rent is not refunded to seller(s).

_____ _____

Property Owner Date

_____ _____

Palm Shadows Management Date