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## Home Selling Process

This document is not all-inclusive but it does provide an overview of the process. Refer to the **Rules** and [www.jennlakemeadows.com](http://www.jennlakemeadows.com) (especially FAQ's that pertain to selling a home at JennLake) for additional information.

The following steps are required to sell a home at JennLake Meadows when the home is intended to STAY installed on the property:

1. Notify the office via email of intention to sell home and desired timeline to vacate the home and be released from the Lease agreement. Include the status of home with regards to the Age of Home policy.
2. JLM conducts selling inspection and makes results available to seller and potential buyers.
3. If buyer already identified, have them submit **JLM Application for Lease** to the office. They can either download the application from the website or contact the office directly via email.
4. If seller wishes to have their home published to the private *JLM Interested Buyers list*, submit completed **Home Selling Form** to the office. Be sure and list as many upgrades and maintenance activities as possible.
5. Do not accept an offer on a home unless you are certain the buyer has already been approved via the **JLM Application for Lease**. Once you have verbally accepted an offer, notify the office immediately.
6. Once JLM has notified both the buyer and the seller, schedule the home closing.
7. All home closings take place in the JennLake office, where seller is released from their lease and buyer activates new lease. Utilities should be left on and the new buyer will switch over to their name as soon as home is registered with the courthouse after the closing.

**If you are selling to someone who is NOT approved to have a lease at JennLake, contact the office BEFORE you complete the Bill of Sale or accept any money and hand over the Title to the home.** It is a complex and long process to uninstall and remove a home, and you need to ensure that your buyer is prepared and able to accomplish it BEFORE you find out they can't. The office can help you navigate that process to help protect you, the buyer, and JennLake from a prolonged and expensive hassle for all parties involved. **Your lease will not be released until the home is gone and the lot is completely cleaned, so PLEASE make sure you pro-actively coordinate with the office ahead of time!**

## JennLake Meadows Process to Sell Home

The following is additional useful information:

1. The seller and buyer must coordinate who will be responsible to clear the selling inspection hit list (either current owner or factor into price negotiations). Uncleared major issues will be documented with deadlines in the **JLM Bill of Sale for Manufactured Home without Land** and the new owner will assume responsibility at the time the new Lease is activated.
2. Refer to the **Age of Home** policy and make sure you provide the JennLake office with a current licensed home inspection report if required. The JLM office is providing, at no charge, the results of JD Power MH Connect to anyone who requests it for a specific home. The office will also provide results of **Selling Lot Inspections** to potential buyers. The office will also provide a summary of **Home Sales Analyses** based on internal data, if available.
3. Please submit the **Home Selling Form** in as complete a condition as possible and with accurate information. We will generally double-check with office records to make sure the age, manufacturer, size, and other information are correct, but it helps if we don't have to do this research for you. Also, it is YOUR responsibility to list the things you want published. We may modify it for spelling, standard language, or consistency purposes but we do not wish, or expect, to have to spend a lot of time fixing or changing the information before it's ready to be published. The more information you have regarding upgrades and maintenance, the better. Ideally, have receipts available to provide to the office and buyers because it increases the value of the home. This matters even more now that we are providing generic home values based on JD Power MH Connect. We can't add in upgrades if they are unknown.
4. If you already have a buyer identified, have them submit a completed **Application to Lease a JLM Lot** to the office. Make sure they specify which home they are planning to purchase on their application. Once approved, we will notify you and the buyer, and schedule the selling lot inspection if it has not already been completed.
5. Homeowners with any outstanding balance on their JLM account will not be allowed to sell the home to remain at JennLake until all money owed is paid in full. Homeowners who sell to unapproved buyers who must subsequently remove the home from JLM will continue be held liable under their current lease for maintaining the home and lot to community standards as long as the home is at JennLake, including associated costs incurred by JennLake such as lot cleanup after the home has been removed. Once there is either a new lease activated for the home, or the home has been removed and the lot restored to a condition that meets the requirements of the rules, and there is a zero balance on the account, the homeowner will be released from their Lease.
6. Homes that are vacant and for sale may be required to be removed from JennLake property, at homeowner expense, if they have not sold after six (6) months. Homes that are still occupied but have not sold within 60 days may be required to either discontinue listing the home for sale, or remove the home from JennLake Meadows.
7. Please ensure that any potential buyers follow the **JLM Used Home Buying Process**. Any buyer who has not followed the process and is unable to pass credit check approval for a lease will **HAVE** to remove the home ASAP! Not only is this potentially devastating to that buyer, but **THE SELLER** is still under an active lease agreement until the home is gone. If the buyer is not prepared or able to follow the procedures this can be a very expensive and time-consuming process for everyone involved.

## JennLake Meadows Process to Sell Home

8. All home closings are conducted in the JLM office. Please read the **Used Home Buying Process** for specific information on the closing process. We do not want a situation where someone owns a home that does not have an active lease with JLM because this introduces risk for the seller, buyer, and JLM. It is best to do the BOS, transfer of money, and the new Lease agreement all at the same time, and then immediately go to the courthouse to register the home and switch the utilities. The following parties must be present **IN PERSON** at the time of closing: The selling homeowner, the buying homeowner, and the primary resident if different from the buying homeowner. We realize this can be challenging given graduation dates and schedules and distances for travel, and we recommend scheduling the closing well in advance. We will not notarize the **JLM Bill of Sale for Manufactured Home without Land** unless the signatures are completed in person at the time of notarization. We will not set up the new account and go over the **Rules** and sign the new **Lease** agreement unless the new homeowner and primary resident are present. We encourage the roommate to also attend, but it is possible to schedule an appointment with the office at a later date to come sign the **Rules**.
9. The **Bill of Sale for Manufactured Home Without Land** must be completed and signed by the Seller, Buyer, and management of JennLake Meadows. After we notarize it, the buyer can take it and the Title for the home to the Courthouse to get their utilities connected.
10. The seller remains under an active lease agreement until the **JLM Bill of Sale for Manufactured Home without Land** is completed and the new **JLM Lease Agreement** has been activated, regardless of whether the home is occupied.
11. Put a For Sale sign in your lot with your contact information on it. Many JLM buyers drive in from out of town over weekends during peak season and are prepared to buy a home immediately if they find one they like. Make it easy for them.
12. Make your home and lot look as good as possible! First impressions and curb appeal mean a lot when there is competition from other homes also for sale.
13. It's okay to list your home for sale anywhere that you wish. Especially during off-peak season, it may help identify potential buyers. A cautionary note – depending on where and how you list it, you may be flooded with inquiries offering you very low dollar amounts that will waste your time. If your potential buyer has discovered your home without going through the office, please send them to the website to educate themselves about JennLake Meadows and ensure they follow the appropriate procedures.
14. Most buyers do NOT want any furniture left behind. There are exceptions to everything, but generally any furniture left behind will be a hassle for the new homeowners to have to get rid of before they can move in their own items.
15. Appliances are generally considered as a standard item that is included with the home, except for the washer / dryer.
16. Once the office has received an email from you officially notifying us that you have an approved buyer, and we send out an email confirming it to both you and the buyer, your home is sold. Unless something unusual happens or your buyer backs out, we will only sign a **JLM Lease of Lot** agreement with THAT buyer. This is to protect buyers from having homes sold out from under them to higher offers.