



Thank you for trusting Absolute Mobile Home Closings to assist with your transaction. To help prepare for making an offer on a manufactured home, it's important to have the documents below *and any other documentation that is required by your Broker*.

- **Agreement of Sale:** Be sure to use the correct form – Standard Agreement for the Sale of Manufactured Home on Leased Land (ASMH). Please include a signed copy of the Manufactured Home Community Rights Act with the contract.
- **Mortgage Pre-Approval:** If your client is financing their purchase, please provide a copy of the approval notice from their lender that includes the name and email address of the loan officer. Please also be sure to provide a copy of the contract to the loan officer along with our information so that they know we will be reaching out in the upcoming days.
- **Driver's License:** The Department of Transportation requires that all driver records match personal property records. To ensure this, we will need a copy of the front of each buyer's driver's license. If the buyers are married, we need to know how they will be taking title. For a mobile home, title is held as tenants in common (default) or joint tenants with right of survivorship. If we are not notified, we will proceed with processing ownership as the default.
- **Corporate Documents:** If your client is a company, we will need information for the person who is authorized to sign on behalf of the company. Please provide this authorization on the company letterhead signed by the owner of the company or a copy of the operating agreement.

If you have any questions during the offer and closing process, be sure to reach out to us directly at (223) 800-8001 and we will be happy to answer any questions you have.

Kate Greene, MLS, Owner
kate@mobilehomeclosings.com

If you will be using our office for closing, please forward the following documents to our office once the contract is ratified.

- Copy of the ratified contract
- Copy of each buyer's driver's license (or state-issued ID)
- Copy of corporate documents, if applicable
- Determination of how buyers are taking title
- Confirmation of park approval, when received
- Amount of seller help, if applicable
- Fees to be added to the HUD



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