

SECTION IV

SPECIAL MODULAR TASK

This section contains specific tasks that the builder/homeowner must complete. Completion of these tasks will assist in the delivery and installation of your modular home. Review carefully and direct any questions to your modular representative.

Memorandum of Understanding Between Builder

Home Owner and Modular Representative

When a homeowner or builder purchases a modular home from a modular representative, they agree to accept the responsibility for the task required by the factory to complete a delivered modular home. Homeowners can only purchase a modular home in certain states from a registered builder. Factories require homeowners to sign a document clarifying the point that the homeowner is buying the home from their builder. The builder is buying the home from the factory. All questions from the homeowner need to be directed to the builder. The factory will only respond to the builder's request.

The tasks include but are not limited to the following:

- Reviewing and accepting plan design.
- Reviewing and accepting specifications.
- Homeowner acknowledges that the type of windows being supplied are the type that they requested and they understand the difference between a single hung and a double hung window.
- Homeowner will be responsible for providing property insurance to cover the house once it is set on their foundation.
- Homeowner will provide extra moving equipment the day of the set to move modular units around if needed.
- Responsible for securing house to sill-plate.
- Responsible for supplying lolly columns or jack-port the day of the set. These columns are used to support the center of the house once it is on the foundation.
- For inspecting, adjusting, and securing any construction pieces supplies by the factory that were installed by the set crew.
- Cleaning up and removal of shipping material used to cover modular home.
- Provide, install, and secure all support columns per plan.
- Complete all roof work, including installation of ridge vents, if needed.
- Apply siding and trim to house exterior and make the units water tight.
- Contract with a plumber to provide and install a boiler/furnace and make all plumbing connections left uncompleted by the factory. The plumber is responsible for testing the system for leaks and making any repairs that are needed.
- Contract with an electrician to install the service and make any connections that were not completed by the factory. The electrician is responsible for testing all lines and outlets and make

any repairs that may be needed. In addition the electrician is responsible for adding any lights, smoke detectors, etc.. that are needed for the garage or basement.

- For installing and repairing all sheetrock left out during shipment or cracked due to over the road travel or created during the set of the house. The repair includes correcting any sheetrock, nail pops, or cracks that develop as the house settles on the foundation.
- Purchase and provide any internal or external paint that is required.
- Install any interior doors, trim, or finish any archways that could not be completed by the factory.
- Install any interior steps, if supplied or build onsite.
- Install any carpet/vinyl or any other floor covering that could not be installed or not ordered from the factory.
- Purchase and install basement steps, front steps, and any decks that are required.
- Perform any other tasks required by the local building inspector to obtain an occupancy permit.
- Provide for any walkways, drains, gutters, or landscaping that may be needed.

By signing this document I/We acknowledge that we have read the above and are in full understanding of our responsibilities when it comes to finishing the modular home that we have purchased. In addition we acknowledge that we have asked and received from our ECG representative clarification on any tasks that we were not familiar with and have accepted the responsibility for completing those tasks.

BUILDER / DATE

HOMEOWNER / DATE

MODULAR REPRESENTATIVE / DATE

Site / Carrier Preparation Review

1. Roads, lanes, or driveways off main route must be wide enough and level enough to allow transport of home to the site.
2. Check trees and wires to be sure drivers will have sufficient room to locate or spot home at the site. If clearance needed is questionable, please contact your modular representative.
3. If your home cannot be placed on your property, it will only cost more time and money to you the Homeowner to find a safe place to store the units and move them to the site the day of the set.
4. If the driver determines the site too dangerous, the Builder will be responsible to locate home. Home will be spotted in a safe place and paid for by the Homeowner.
5. Builder or representative shall meet driver at site or predetermined area so driver is not held up unnecessarily. Driver needs to return to deliver a home to the next Homeowner.
6. ATTENTION: Carriers must be stacked immediately after erection of home and located as close to the highway as possible. Large carriers to be on bottom and small carriers to be stacked on top right side up and turned backwards in relation to the bottom carrier. Do not stock more than two high.

It is the responsibility of your set-up crew to see this is done and done properly. The cost is normally included in your set-up charge. Seeing this is done will save you additional time and money and will insure quicker pick-up of the carriers. Make sure the carriers are not blocked from being picked up by any equipment.

Site Directions Sheet

Please indicate below explicit job site direction via route numbers in order to obtain transportation permits. The distances traveled on each particular route should also be specified as a preventive for delays in arrival time due to possible driver error. Encumbrances such as bridges, tunnels, trees, and electrical wires should be considered when plotting a particular route. A height clearance of sixteen feet and right-of-way not less than twenty-four feet must be maintained for property job site accessibility.

PLEASE PRINT OR TYPE

S/N	BUILDER	CUSTOMER
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MODEL	STREET ADDRESS and/or LOT #, CITY & STATE
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CONTACT PERSON	BUSINESS PHONE W/AREA CODE
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ADDITIONAL PHONE W/AREA CODE

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PLEASE INCLUDE MAP SHOWING MAIN ARTERIES
 PLEASE RETURN WITH YOUR SIGNED PLAN COPY

DAY OF DELIVERY TASKS

<u>ACTION</u>	<u>RESPONSIBILITY</u>	<u>NOTES</u>
1. Confirm house has left factory	Modular Rep.	Modular rep. will call homeowner/builder and give tentative time of arrival
2. Be available day of delivery to receive calls from drivers and escort units to job site	Builder/Homeowner	
3. Inspect units for damage prior to signing driver release form	Homeowner/Builder Modular Rep.	Any problems should be noted on form
4. Provide payment	Homeowner/Builder	At this point you should have payment ready or drivers will not leave units, in some cases payment can be made the same day that the house is placed on the foundation. You

must clear all your payment plans with your modular rep. in advance of units being shipped.

SET DAY TASK

<u>ACTION</u>	<u>RESPONSIBILITY</u>	<u>NOTES</u>
1. Foundation back filled and sill plate installed. Lally columns standing by for set.	Homeowner/Builder	<p>Bolts used to secure sill plate need to be recessed to allow modular unit to slide along sill plate. Sill plate needs to be shimmed to make as level as possible. Lolly columns are needed to support center of house per factory plan. You need to fabricate metal top plates for lolly columns. Many building depts. require that you weld</p>

		the plates to the lollys after house is set.
2. Crane on site and ready to go by 8 a.m.	Homeowner/Builder	Crane must be of sufficient size to lift home. Min 70 ton. Homeowner/Builder Is responsible for all crane costs.
3. Set crew ready by 8 a.m.	Homeowner/Builder	Set crew must be factory approved.
4. Set crew will remove the house from the trailer and place house on foundation and install lally columns	Set Crew	Set crew cost is paid by Homeowner/Builder
5. Placement of house will be dictated by the foundation	Homeowner/ Set Crew	The foundation needs to be the correct size and as level as possible.

<u>ACTION</u>	<u>RESPONSIBILITY</u>	<u>NOTES</u>
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6. Set crew will finish the roof and place plastic over open areas	Set Crew	The plastic cover will not make the house weather tight but will protect the house from normal weather conditions. Homeowner or Builder is responsible to provide plastic tarps for set crew to use to cover house.
7. Start button up and finish work	Homeowner/Builder	The homeowner now needs to start as quickly as possible to finish off the house. If severe weather is threatening... home

owner is responsible
for providing extra
protection for the
house to prevent
water damage.

WARRANTY / SERVICE

The factory warrants the house against any construction defects and code violations for one year from the date of delivery. It is your responsibility to notify your modular representative of any special local building codes that are unique, prior to final engineering. The factory builds to approved state building codes.

Work directly with your modular Representative. Take action on your service issues immediately. Follow our service procedure and your request will receive the prompt attention you deserve. Caution -- Do Not correct a problem and then request reimbursement -- you may not get paid. Submit the bill with the authorization number on it and you will receive your compensation within the week of receipt of your bill.

Remember you are buying your home from your modular representative or builder. The factory is selling the home to your modular representative and only will respond to service issues raised by him or her. You **must** go through your modular representative to get any work done.

SERVICE PROCEDURE

<u>ACTION</u>	<u>RESPONSIBILITY</u>	<u>NOTES</u>
1. Inspect house and ship loose material within 24 hours of delivery	Homeowner/Builder	
2. Report any problems or shortages within 48 hours to your modular rep.	Homeowner/Builder	
3. Complete service request form and fax or send directly to your modular rep. He/she will then seek authorization from	Homeowner/Builder	Follow up with a call to your rep. to confirm receipt of request and to discuss

central office to have this work completed

possible solutions

4. Prolonged unresolved service issues that go beyond 30 days needs to be reported directly to your modular rep. Homeowner/Builder

5. Notify your modular rep. if carriers are not picked up in a reasonable time Homeowner/Builder

The factory tries to retrieve the carriers as soon as possible. Carriers should not be on site more than 30 days. If carriers need to be removed sooner, discuss your issues with your modular rep.

SERVICE REQUEST FORM

ATTENTION: _____

DATE: _____

DEALER: _____

CUSTOMER: _____

REQUEST #: _____

SERIAL #: _____

PROBLEM: _____

NOTES