

FEDERAL EMERGENCY MANAGEMENT AGENCY  
**MOBILE HOME SALES CHECKLIST**

NAME OF APPLICANT	TEMPORARY HOUSING APPLICATION NO.
FEMA MOBILE HOME NO.	MOBILE HOME SERIAL NO.

DATE	ACTION
_____ ( )	A. Receipt of statement of interest in Mobile Home Sales Program
_____ ( )	1. Mobile home identified
_____ ( )	2. Site identified
_____ ( )	3. Floodplain: <input type="checkbox"/> yes <input type="checkbox"/> no
_____ ( )	4. Posted Mobile Home Sales Log (Form 90-79) with initial information
_____ ( )	5. Initiated Mobile Home Sales Inquiry/Notification (Form 90-76)
_____ ( )	B. Mobile home inspection
_____ ( )	1. Mobile Home Sales Log posted - (Columns 7-9)
_____ ( )	C. Floodplain Management Requirements
_____ ( )	1. If site is located in floodplain, 8-step decision-making process completed
_____ ( )	2. Flood insurance required, if applicable
_____ ( )	D. Mobile home approved for purchase
_____ ( )	1. Received basic price from SSC
_____ ( )	2. Updated Mobile Home Sales Log - (Columns 10-11)
_____ ( )	E. Notification to occupant of
_____ ( )	1. Approval (price and Mobile Home Sales Contract (Form 90-77))
	(OR)
_____ ( )	2. Disapproval
_____ ( )	F. Mobile Home Site Certification
	1. Received
_____ ( )	G. Request for Sales Price Adjustment (when applicable)
_____ ( )	1. Response from SBA/IFG Mobile Home Sales Inquiry/Notification (Form 90-76) obtained
_____ ( )	2. Mobile Home Adjusted Sales Price Calculation Worksheet (Form 90-75) completed
_____ ( )	3. Reissued Mobile Home Sales Inquiry/Notification
_____ ( )	4. Notification to applicant of adjusted sales price
_____ ( )	5. Update Mobile Home Sales Log (Column 12)
_____ ( )	H. Mobile home sale closed
_____ ( )	1. Form 90-77, executed
_____ ( )	2. Check or money order received
_____ ( )	3. Sales documents forwarded to National Office
_____ ( )	4. Updated Mobile Home Sales Log - (Columns 13-16)
_____ ( )	I. Occupant File closed - including:
_____ ( )	1. Copy of transmittal letter to purchaser
_____ ( )	2. <u>Original</u> Form 90-75
_____ ( )	3. Copy of Form 90-77
_____ ( )	4. <u>Original</u> Form 90-13
_____ ( )	5. Photocopy of check or money order
_____ ( )	6. Copy of transmittal letter to National Office
_____ ( )	J. Mobile Home File closed - including:
_____ ( )	1. Copy of Form 90-77
_____ ( )	2. Copy of Form 90-13
_____ ( )	3. File forwarded to SSC
_____ ( )	K. Applicant Appeal
_____ ( )	1. Sales Approval
	(OR)
_____ ( )	2. Adjustment Approval
_____ ( )	L. Final Appeal Determination
_____ ( )	1. Appeal Approved - <input type="checkbox"/> Sales <input type="checkbox"/> Adjustment
_____ ( )	2. Appeal Denied - <input type="checkbox"/> Sales <input type="checkbox"/> Adjustment

SALES PROCEDURES TERMINATED:

Withdrawn by Occupant       Sale disapproved