

# Sunnyside Mobile Home Park SELLER/BUYER CHECKLIST

Sunnyside Mobile Home Park  
4940 Sunnyside Rd SE  
Salem, OR 97302

PHONE: 503-364-4538  
FAX: 503-363-9125  
SMHPoffice@gmail.com

Please use this checklist if you desire to sell or purchase a manufactured home located in Sunnyside Mobile Home Park.

- SELLER** must complete the MHCO Form 11 10 Day Notice of Intent to Sell Manufactured Home and turn it into the office.
- BUYER** must apply to become a Tenant **before** purchasing a home in the park by picking up a Prospective Tenant Application packet and instructions from the office. Forms are to be completed **but not signed**.
- BUYER** must schedule an appointment with the Manager where they will bring a copy of their valid government issued photo ID, provide proof of income, sign all application documents **in the presence of management**, and pay a \$100.00 per person fee for the credit and background checks. This process may take up to 7-20 days.

Sunnyside Mobile Home Park will notify **BUYER** of the decision. If tenancy is pre-approved, this is what is needed in order to move forward:

	BUYER	SELLER
<b>SELLER or BUYER</b> need to get an inspection on the MH from an Oregon licensed Home Inspector. The report is to be sent to Sunnyside Management for review. After the repairs are completed, a re-inspection is required. (The initial inspection report and the re-inspection report need to be signed off by Park Management.)	<input type="checkbox"/>	<input type="checkbox"/>
<b>SELLER</b> will be given the MHCO Form 53 Re-Sale Compliance, and photos from Management indicating any repairs that the MH and rented space requires <b>before the sale of the home may commence</b> .		<input type="checkbox"/>
Any and all needed repairs are agreed upon between the <b>SELLER</b> and <b>BUYER</b> . Repairs noted on the MHCO Form 53 Re-Sale Compliance form need to be completed before closing the sale of the MH and rented space, unless approved in writing by Manager, noting a completion date.		<input type="checkbox"/>
<b>BUYER</b> will need to make an appointment with the Manager to complete the legal documents to become a Tenant <b>before closing on the purchase of the MH and rented space</b> .	<input type="checkbox"/>	
Once <b>BUYER</b> is approved and has signed all legal documents with the SMHP management to be a Tenant of the Park, then <b>SELLER</b> may sell the MH to <b>BUYER</b> and transfer title.	<input type="checkbox"/>	

**NOTE: PURCHASE OF THE MH OR CHANGE OF TITLE CANNOT BE MADE UNTIL ALL OF THE ABOVE HAS BEEN COMPLETED AND SIGNED OFF BY SUNNYSIDE MANAGEMENT.**

**HOME SALE WEBSITE AUTHORIZATION**  
**Sunnyside Mobile Home Park**

SPACE: \_\_\_\_\_ TENANT(S) \_\_\_\_\_

I hereby give authorization to Sunnyside Mobile Home Park to release my telephone number and general information noted below regarding my mobile home for sale. This may include posting on the SMHP website, advising Prospective Tenants in person, on the phone and/or via email.

I understand that my telephone number and the general information regarding the sale of my mobile home will be held in strict confidence and can only be released upon my authorization.

Style       Single     Double      Make      \_\_\_\_\_

Model      \_\_\_\_\_      Year      \_\_\_\_\_

Size      \_\_\_\_\_ X \_\_\_\_\_      Price      \$ \_\_\_\_\_

Square Feet      \_\_\_\_\_      Bedrooms      \_\_\_\_\_ Bathrooms      \_\_\_\_\_

Realtor       No       Yes      \_\_\_\_\_ (\_\_\_\_) \_\_\_\_\_

Owner       No       Yes      \_\_\_\_\_ (\_\_\_\_) \_\_\_\_\_

DETAILS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Tenant(s) Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Tenant(s) Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_