

**FirstTrust Realty, Inc.**  
Fred Hoffmann, Broker  
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Dear Owner and Possible Seller:

I'm sure that you will want us to represent YOU and your property in the most professional manner.

To help us do this we would request that you complete all of the below information so that we won't have to keep trying to contact you for additional information when we have a qualified prospect.

Just think, wouldn't you want all the information before you made a decision to make a large purchase?

Please include the RENT ROLL and EXPENSES for at least one full year AND this year to date, so that a potential buyer can see that the Net Operating Income (NOI), allows them to move forward with a purchase, knowing that the expenses and mortgage payment and a reasonable profit can be made.

Please send pictures, the more the better. Everyone likes pictures and I'm sure that you also would want to see pictures before making a special trip to visit the property.

Thank you.

FirstTrust Realty, Inc.

*Fred Hoffmann*

Fred Hoffmann  
Broker

Name of Owners as shown on tax roll: \_\_\_\_\_

Contact person: \_\_\_\_\_

Work Phone: (\_\_\_\_) \_\_\_\_\_ Cell Phone: (\_\_\_\_) \_\_\_\_\_

MOBILE HOME PARK QUESTIONS

Park Name: \_\_\_\_\_ County: \_\_\_\_\_

Legal Address: \_\_\_\_\_

What year was the park established: \_\_\_\_\_

Type park: \_\_\_\_ Family Park, \_\_\_\_ Age 55+ park

Total lots zoned, permitted and licensed for mobile home rental: \_\_\_\_\_

If not fully developed, how many additional lots can be added in the park: \_\_\_\_\_

Size of individual mobile home lots: \_\_\_\_\_

Total lots cleared and currently occupied or ready to place a mobile home on a lot: \_\_\_\_\_

Are all lots at road grade or above: \_\_\_\_\_, How many lots need fill dirt to bring up to road grade: \_\_\_\_\_

How many lots have impact fees paid: \_\_\_\_\_

How many lots are a non-conforming use and no impact fee is required: \_\_\_\_\_

How many lots require impact fees to be paid: \_\_\_\_\_ What are total impact fees per lot: \$ \_\_\_\_\_

What was most current year at 100% occupancy: \_\_\_\_\_, Current occupancy: \_\_\_\_\_%

Type Water: \_\_\_\_ municipal, \_\_\_\_ number of wells for well water, \_\_\_\_ Water plant on property

Type Sewer: \_\_\_\_ municipal, \_\_\_\_ number of septic tanks, \_\_\_\_ sewage treatment plant on property

Is the park platted: \_\_\_\_\_

Platted definition: A map showing planned or actual features of an area, such as streets and building lots, etc.

Drainage: \_\_\_\_ storm drains, \_\_\_\_ retention pond

How many lots have a cement slab for a patio and/or driveway: \_\_\_\_\_

How many lots have an electric disconnect box at the lot site: \_\_\_\_\_

How many lots have water and sewer available for hookup at the lot site: \_\_\_\_\_

Number lots: \_\_\_\_ with municipal water meter, \_\_\_\_ with park owned water meter

Is electric from the power company: \_\_\_\_ underground, \_\_\_\_ above ground poles

Lot rent includes: \_\_\_\_ Garbage collection, \_\_\_\_ Water/Sewer, \_\_\_\_ Electric, \_\_\_\_ Cable TV

Type park roads: \_\_\_\_ Cement, \_\_\_\_ Asphalt, \_\_\_\_ Shell, \_\_\_\_ Dirt

Do park roads have immediate access to a municipal paved road: \_\_\_\_\_

Are park roads developed and currently accessible to ALL of the mobile home lots: \_\_\_\_\_

Park features: \_\_\_ street curbs, \_\_\_ street lights, \_\_\_ sidewalks, \_\_\_ clubhouse, \_\_\_ laundry room  
 \_\_\_ off-street parking, \_\_\_ swimming pool, \_\_\_ gated entrance, \_\_\_ mow tenants lawn

How many feet from the park is the closest fire hydrant: \_\_\_\_\_

	Total Avail	Total Rented	Avg. Mo. Rent
Lots (tenants own their own mobile home)			
Lots (with park owned mobile home)			
Lots (with park owned MH — uninhabitable)			
Lots available for future development			
<b>TOTAL LOTS</b>			

INCOME	Rents	Other Income
Total Income (last year) YR 20__		
Income (this year) YR 20__ thru __ month		

EXPENSES	Monthly Amount	Annual Amount
Insurance		
Real Estate Tax		
Lawn cutting & park maintenance - labor only		
Park maintenance materials and supplies		
Water / Sewer		
Electric		
Garbage Collection		
Cable TV		
Managers Pay - incl workman's comp, FICA		

Is there a park manager: \_\_\_\_\_. Is manager furnished: \_\_\_ free mobile home, \_\_\_ paid utilities

Manager: \_\_\_ lives on property, \_\_\_ lives off-site, \_\_\_ full-time manager, \_\_\_ part-time manager

How long has manager been employed: \_\_\_\_\_. Is manager willing to stay on as manager: \_\_\_\_\_

Managers duties: \_\_\_ answer telephone, \_\_\_ collect rents, \_\_\_ show mobile homes and lots  
 \_\_\_ prepare rental agreements, \_\_\_ mow lawn, \_\_\_ make repairs, \_\_\_ give 3-day eviction notice