

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.

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Fred Hoffmann

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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			
TOTAL LOTS			

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