

Manufactured Housing Educational Trust

25241 Paseo de Alicia, Suite 120, Laguna Hills, CA 92653
 Telephone (949) 380-3303 • Fax (949) 380-3310
 Updated: 7/2006

Ship To: _____ Park Name: _____
 Address (NO PO BOXES): _____
 City, State & Zip: _____
 Telephone: _____ Fax: _____ Check #: _____ Date: _____

QUANTITY	FORM	DESCRIPTION	PRICE	TOTAL
Accounting				
	Delinquency Report	Single 25/Lot	\$ 4.50	
	New Vendor Requirement Check List (for Form W-9)	Single 25/Lot	\$ 4.50	
	Petty Cash Voucher	Single 25/Lot	\$ 4.50	
	Vendor Information Sheet (for Form W-9)	Single 25/Lot	\$ 4.50	
Agreements				
	Agreement with Heir, Joint Tenant or Personal Representative	Single 25/Lot	\$ 5.50	
	Agreement for Use of Clubhouse Facilities	Single 25/Lot	\$ 5.50	
	Arbitration of Disputes	Single 25/Lot	\$ 5.50	
	Assigned Parking Agreement	Single 25/Lot	\$ 5.50	
	Construction/Service Agreement	Single 25/Lot	\$ 5.50	
	Mobilehome Park Rental Agreement (month to month up to 12 mos.)	16 Page 25/Lot	\$ 40.00	
	Pet Agreement	Single 25/Lot	\$ 5.50	
	Recreational Vehicle Storage Agreement	Single 25/Lot	\$ 5.50	
	Voluntary Termination of Tenancy (by resident in lieu of U.D.)	Single 25/Lot	\$ 10.00	
Civil Codes/Mobilehome Residency Laws (Newsprint, Desktop Manual, CD)		Separate order form for Civil Codes		
General/Administrative				
	Change of Terms (rental increase for month to month resident)	Single 25/Lot	\$ 5.50	
	Courtesy Reminder Notice (Rules & Regs.)	Single 25/Lot	\$ 4.50	
	Daily Activity Log (for manager)	Single 25/Lot	\$ 5.50	
	Emergency Notification List	Single 25/Lot	\$ 5.00	
	Friendly Reminder	Single 25/Lot	\$ 5.00	
	Congratulations Certificate	Single 25/Lot	\$ 5.00	
	Incident Report	Single 25/Lot	\$ 5.50	
	Managers' Monthly Report	Single 25/Lot	\$ 5.00	
	Manager's Monthly Close Out	Single 25/Lot	\$ 5.00	
	*Mobilehome and Lot Inspection Report (NCR Forms)	4 Part 25/Lot	\$ 15.00	
	Monthly Park Summary (manager month-end report)	Single 25/Lot	\$ 5.50	
	*Resident Concern Form (NCR Forms)	2 Part 25/Lot	\$ 7.00	
	Resident's Information Update	2 Sided 25/Lot	\$ 7.00	
	Resident Suggestion Form	Single 25/Lot	\$ 5.00	
	Telephone Calls & Walk-in Traffic Log (monitors effectiveness of advertising)	Single 25/Lot	\$ 4.50	
Legal Notices and Eviction				
	<i>*Eviction Package (Non-payment of Rent) Includes: 3 Day Notice to pay Rent or Quit, 3 Day Notice to Perform Covenants or Quit, 60 Day Notice to Terminate Possession, 3/3/60 Notice Letter to Legal/Registered Owner (NCR Forms)</i>			Package 25 Sets \$ 75.00
	Information for Prospective Homeowners	Single 50/Lot	\$ 15.00	
	5 Day Demand for Surrender of Mobilehome Space ("midnight move-in")	Single 25/Lot	\$ 5.50	
	60 Day Notice to Terminate Possession for Repeated Failures to Pay Rent	6 Part 25/Lot	\$ 20.00	
	*Proof of Service (to resident for evictions and all legal notices) (NCR Forms)	2 Part 25/Lot	\$ 7.00	
	*Proof of Service (to legal owner, junior lienholder for eviction notices) (NCR Forms)	2 Part 25/Lot	\$ 7.00	
	Rejection of Late Rent Payment	Single 25/Lot	\$ 10.00	
	Rejection of Lender Payment	Single 25/Lot	\$ 10.00	
	7 Day Notice to Comply with Rules & Regulations	Single 25/Lot	\$ 5.50	
	14 Day Notice of Intent to Charge for Space Maintenance	Single 25/Lot	\$ 5.50	
	60 Day Notice of Intention to Bill Separately for Utilities	Single 25/Lot	\$ 5.50	
	90 Day Notice of Change in Terms (rent increase)	Single 25/Lot	\$ 5.50	
	Notice to Occupant	Single 25/Lot	\$ 5.00	
	Notice of Change in the Rules and Regulations & Meeting to Discuss	Single 25/Lot	\$ 5.50	
	Notice to Heir, Joint Tenant and Personal Representative	Single 25/Lot	\$ 5.50	
Maintenance				
	Equipment Inventory & Repair Log	Single 25/Lot	\$ 4.50	
	Managers' Maintenance Check List	Single 25/Lot	\$ 5.00	
	Meter Calibration/Repair Log (for utilities)	Single 25/Lot	\$ 4.50	
	Mold Disclosure	Single 25/Lot	\$ 5.00	
	Swimming Pool Daily Record	Single 25/Lot	\$ 4.50	
	Vacant Space Inspection Checklist (upon home removal)	Single 25/Lot	\$ 4.50	
New Resident Processing				
	Application for Tenancy	6 Page 25/Lot	\$ 30.00	
	Escrow Transmittal (park approval)	Single 25/Lot	\$ 10.00	
	*Move-In Report (payment receipt) (NCR Forms)	2 Part 25/Lot	\$ 7.00	
	Personal Guaranty of Lease (by someone other than prospective resident)	Single 25/Lot	\$ 10.00	
	Prospective Homeowner Evaluation (approval or denial)	Single 25/Lot	\$ 10.00	
	Recreational & Common Area Release & Waiver of Liability & Indemnity Agreement (for swimming pools and overall facilities)	Single 25/Lot	\$ 10.00	
Vacating Resident Processing				
	Notice of Intent to Sell	3 Part 25/Lot	\$ 13.00	
	Release of Deficiencies Prior to Sale	Single 25/Lot	\$ 4.50	
	Resident Move-Out Settlement Sheet	2 Part 25/Lot	\$ 6.00	
	Resale Notice (to resident/seller)	Single 25/Lot	\$ 4.50	
	*Move-Out Report (final statement of account) (NCR Forms)	3 Part 25/Lot	\$ 13.00	
Forms on Compact Disc (CD) (does not include NCR Forms)				
	Please Circle One: PC Macintosh	Member	\$ 95.00	
	Please Circle One: PC Macintosh	NON Member	\$ 295.00	

All orders must include payment by check payable to: **MHET**
 Please mail to: **25241 Paseo de Alicia, Ste 120, Laguna Hills, CA 92653**

Subtotal	Shipping Charges
Up to \$50.00	\$5.00
\$51.00 to \$100.00	\$10.00
\$101.00 to \$150.00	\$15.00
\$151.00 and Up	\$20.00
Forms on CD	\$5.00



*NCR Forms: 2 or more part forms. NCR Forms are NOT available on CD.
 ** No additional member discount on CD order.

NOTICE: The forms offered by MHET are designed and used by experts in mobile home park management. However, even these forms may not be sufficient to deal with some problems faced by individual mobile home park owners. The use of these forms is with the expressed understanding that it may be necessary for park owners and managers to consult private legal counsel on specific issues and problems. MHET is not engaged in the practice of law. All prices are subject to change without notice.

Sub Total	\$
MHET Members - 10% Discount **	(\$)
Total with Discount, if applicable	\$
Sales Tax 7.75%	\$
Shipping Charges	\$
TOTAL DUE	\$