

**PLEASE READ AND FOLLOW THE INSTRUCTIONS FOR THE MODULAR HOME
PROPERTY LOCATOR/CERTIFICATE OF INSTALLATION FORM**

RETAILER/DEVELOPER/MODULAR CONTRACTOR: To ensure compliance with Regulation ME-2007-3 and Miss. Code Ann. § Section 75-49-9(2), it shall be the responsibility of each **Retailer/Developer/Modular Contractor** to submit a legible and properly completed **Modular Home Property Locator/Certificate of Installation, signed by the Retailer/Developer/Modular Contractor and the installer/transporter** to the Factory-Built Home Division of the State Fire Marshal's Office for **all** modular homes **within seventy-two (72) hours (3 days) of the installation of the home** during regular business hours.

The Retailer/Developer/Modular Contractor is required to provide the following with the locator form:

- a. Request in writing a serial numbered **Installation Decal** from the Factory-Built Home Division of the State Fire Marshal's Office **prior to the home being delivered to the site.**
- b. Attach a copy of the **Installer's Certification from the Manufacturer** to the Modular Home Property Locator/Certificate of Installation form.
- c. Attach a **photocopy or clear photograph of the Modular Data Plate,** located inside the home, to the Modular Home Property Locator/Certificate of Installation form.
- d. Upon completion of the home installation, the installer is required to fill out the required information on the Decal, install the Decal near the electrical panel box, photograph the installed Decal and email the photograph to manhousing@mid.ms.gov

INSTALLER/TRANSPORTER: To ensure compliance with Regulation ME-2007-3 and Miss. Code Ann. § Section 75-49-9(2), it shall be the responsibility of each **Installer/transporter** to submit a legible and properly completed **Modular Home Property Locator/Certificate of Installation** form and a **photograph of the Modular Data Plate,** located inside the home, to the Factory-Built Home Division of the State Fire Marshal's Office **for all Secondary Installations** of factory-built, modular homes **within seventy-two (72) hours (3 days) of the installation of home** during regular business hours.

The Installer/Transporter is required to provide the following with the locator form:

- a. Request in writing a serial numbered **Installation Decal** from the Factory-Built Home Division of the State Fire Marshal's Office **prior to the home being delivered to the site.**
- b. Attach a **photocopy or clear photograph of the Modular Data Plate,** located inside the home, to the Modular Home Property Locator/Certificate of Installation form.
- c. Upon completion of the home installation, the installer is required to fill out the required information on the Decal, install the Decal near the electrical panel box, photograph the installed Decal and email the photograph to manhousing@mid.ms.gov

To e-mail a scanned copy of the properly completed and signed Modular Home Property Locator/Certificate of Installation, and Decal photograph, please use the following address:

manhousing@mid.ms.gov

State of Mississippi Fire Marshal's Office
Factory-Built Home Division
660 North Street, Suite 100B
Jackson, MS 39202

Fax #: (601) 359-1076 or e-mail: manhousing@mid.ms.gov

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MODULAR HOME PROPERTY LOCATOR/ CERTIFICATE OF INSTALLATION

Retailer/Developer/Modular Contractor Name: _____

License No.: _____

Address: _____

City/State/Zip: _____

Phone No.: _____

Fax No.: _____

Email (if available): _____

Secondary Installation

Consumer's Name: _____

Address: _____

City/State/Zip: _____

Phone No.: _____

County Where Home is Located: _____

Date of Installation: _____

Installers Name: _____

License No.: _____

Address: _____

City/State/Zip: _____

Phone No.: _____

Fax No.: _____

Email (if available): _____

Certified Installer (**Attach Copy of Manufacturer Certificate**)

Serial #: _____

Wind Zone: _____ Unit Size: _____

New Home Single wide Double wide

Used Home Triple wide: Other: _____

Model: _____ Year: _____

Manufacturer: _____

Installation Decal #: _____

Hunting/Fishing Camp* Storage* (*** If checked: Requires Affidavit of Homeowner Statement attached to this form**)

FLOOD ZONE: Home is not in a flood zone Home is in a flood zone FEMA Engineered foundation drawing attached

SITE PREPARATION BY: Contractor Homeowner/Landowner Installer/Transporter Retailer/Developer

TYPE OF PAN FOUNDATION SYSTEM: Oliver Tie Down Minute Man Other: _____

VAPOR BARRIER: Used Home – Advised Homeowner that Installation Recommended New Home- Installation Required

TYPE OF FOUNDATION: Off-frame (Engineer Designed) On-Frame (Block Foundation with Tie Downs/Anchors)

SOIL DENSITY RESULTS: _____

Soil Classification Test Probe Information (Installer only):

Soil test probe reading (ft-lbs): _____ Soil test probe reading (ft-lbs): _____
Depth of Probe for reading (ft): _____ Depth of Probe for reading (ft): _____
(Right front) (Left front) (Right rear) (Left rear)

Soil test probe reading (ft-lbs): _____
Depth of Probe for reading (ft): _____
(Front Center) (Rear center) Class of anchor used**:

() If no soil tests were conducted C4 anchors shall be installed.**

I HEREBY CERTIFY THAT THIS HOME IS INSTALLED ACCORDING TO THE MANUFACTURER'S SPECIFICATIONS OR, IF A USED HOME, ACCORDING TO ME-2007-3, AS AMENDED AND IS READY FOR INSPECTION ON THIS DATE:

_____ DAY OF _____, 20____.

Retailer/Developer Modular Contractor (Print Name) _____ (Signature)

Installer (Print Name) _____ (Signature)

Whoever fails to comply with an order issued by the State Fire Marshal's Office under the provisions of "The Uniform Standards Code for Factory-Built Homes Law" (ME-2007-3) Section 75-49-19, Mississippi Code 1972, Annotated, shall be subject to penalties as described by law.

Date Inspected: _____ Fire Marshal's Signature: _____

DIRECTIONS TO HOME: Directions must start from a known (be specific) starting point so that the Inspector may proceed to the location of the manufactured home. For example, use route # and pertinent street and road names. Use left, right and preferably compass directions, (North, South, East, West). Refrain from the use of such landmarks as dealerships, vehicles, and service stations, as they are subject to name changes and physical relocation.

