



Instructions for Moving a Mobile Home into an Addison County Community Trust Mobile Home Park

Once a tenant has signed a lease for an ACCT's mobile home property the following must occur.

Tenants' Responsibility:

Prior to the date of the mobile home move:

- ACCT will need to inspect the used Mobile Home prior to move in. ACCT and tenant will set a date to inspect the mobile home.
- Notify ACCT of the desired moving date, at least one month in advance.
- At least one month prior to moving the home you must notify ACCT of the company handling the move and installation of the home and provide ACCT with company's insurance policy for the move. Any company moving a home into an ACCT-owned park MUST be insured. This policy must provide coverage in case there is damage done to ACCT property during the removal or installation of a home.
- Contact the Town Clerk in the town that the home is being moved from AND the town which it is being moved to for moving and zoning permits. Prepare required permit application necessary to move the home on State and County roads for ACCT to sign as property owners; it is the Tenant's responsibility to submit. These permits must be submitted to the appropriate officials NOT to ACCT. Please provide copies to ACCT.
- Coordinate and meet with mover on the mobile home lot to verify if there are any obstacles that may be problematic, such as trees or utility locations.
- Notify and schedule plumber to hook up water and sewer to the home. Notify and schedule master electrician to hook up electricity and request energizing permit. Copies to be provided to ACCT.



After the mobile home is set in place:

- A Certificate of Occupancy completed and submitted to ACCT, in accordance to city regulations (if required); check with the Town Clerk in the town you are moving into.
- Tenant will submit written request with drawings to ACCT for approval of any sheds, porches/decks, or outbuildings. Any shed, porches/decks, or outbuildings must receive permitting in accordance to Municipal codes. Tenant will request permitting and submit to ACCT for approving signature.
- Tenant is responsible for mobile home skirting as per the signed lease agreement.
- Have the plumber hook the water and sewer up to the mobile home and test for any leaks. Tenant is responsible for anything above ground to the mobile home. Tenant is responsible for cost of heat tape and insulation from the ground up. Heat tape is required per the signed lease agreement.
- Tenant is responsible for maintaining the parking area and walkway to mobile home.
- Tenants are responsible for any damages that may occur during the move, such as ruts, torn up yards, etc. Put seed and mulch down if necessary.

ACCT's Responsibilities:

Prior to the date of the mobile home move:

- Verify any boundary requirements and setbacks by the municipality if required
- Perform sight inspection with tenant
- Verify that utilities are in working order:
 - Inspect the water line and shut off valves for operation; locate curb stop
 - Septic inspection and pump-out completed at prior move-out
 - Any required code upgrades to electric post complete

The day of the move and the day following:

- An ACCT representative should be on site to observe the move and offer any assistance if a problem occurs that could impact ACCT property
- Have the Tenant's electrician make the connections into the electric panel in the mobile home so that it can be turned on; coordinate the energizing.