



Manufactured Home Installation Request

Thank you for choosing NTA as your Installation Inspector! The documents included in this packet are all you need to have your installation inspected by a HUD-approved inspector from NTA.

- **Form 1A** - REQUEST FOR INSPECTION form. It has a lot of information that helps the inspector prepare for the field inspection. Please complete and return.
- **Form 1B** - HUD INSTALLATION INSPECTION 309 form. This is the request for inspection and that the installer's certification work is compliant and completed. **NO COMPLETED 309 BY INSTALLER, NO INSPECTION.** Please complete and return - This form will be forwarded to the inspector for him to complete.
- **Form 2** - Credit Card Form - Complete and return. The fee is \$395.00

Along with the return of the 309 form, the dealer or installer needs to provide one of the following:

- Detailed turn by turn direction to get to the site from the nearest town
- GPS coordinates
- A map pinpointing the exact location of the structure.

We conduct the inspections to the Manufactures APPROVED DAPIA Designs Only. ALL homes must meet the requirements of 24 CFR3285.

Any questions, comments and or concerns please feel free to contact Penny Eddinger at 574-773-1607.

Please email your documents to Penny at peddinger@ntainc.com. Thank you and we look forward to doing business with you.

Sincerely;



Excellence
in Building Product
Evaluation and Certification



Date of Inspection: _____ NTA Job Number: _____ P/F _____

Retailer - Location: _____ Contact Name: _____

Manufacturer - Location: _____ Serial Number: _____

Certification Label No(s): _____ Number of sections: _____

Which parties were present during the inspection? Check all that apply. Homeowner Installer Retailer Park Owner

Was access to the interior of the house granted? Yes No Reason: _____

HOMEOWNER INFORMATION	INSTALLER INFORMATION
Name(s): _____	Installer Name: _____
Address: _____	License Number: _____
City, State, Zip: _____	Business Name: _____
Telephone: _____	Address: _____
Email: _____	City, State, Zip: _____
_____	Telephone: _____
_____	Email: _____

INSPECTION INSTRUCTIONS

1. This form must be completed in its entirety. If there is not sufficient space, attach additional information with sequentially numbered pages. If there are items on this form that do not pertain to this inspection, use the "Not Applicable" (NA) check box to demonstrate that the item was addressed. Do not leave anything blank unless additional instructions allow it.
2. Those items checked in the "Nonconforming" (NC) column are items which caused the failure of the installation inspection. These are required to be brought into compliance and re-inspected after completion of the work. An additional re-inspection fee of \$395.00 will be required before the inspection is performed.
3. Additional comments regarding the house, its construction, its location, or other information may also be placed in the "Comments" section. Relevant photographs shall be taken and should be included with every inspection. These photographs shall be of, including but not limited to, exterior elevations, labels, piers, anchors, and any nonconformances found.
4. FINAL INSTRUCTIONS: If all areas of the installation meet the requirements, the HUD Form 309 shall be completed and signed by the inspector. All information and documents are to be forwarded to NTA Incorporated in a timely fashion.

3285 SUBPART B - PRE-INSTALLATION CONSIDERATIONS

1	3285.2: The house manufacturer's installation instructions are available at the time of the inspection.	Yes	NC	NA
2	3285.6: The house and the site appear to be compatible with each other. The house appears to be installed in a level position on the site so as not to adversely affect the house's overall performance.	Yes	NC	NA
3	3285.103: The house is located in the correct wind, roof load, and thermal zones, as indicated by the manufacturer's data plate.	Yes	NC	NA

3285 SUBPART C - SITE PREPARATION

4	3285.201: All organic materials such as grass, roots, twigs, and wood scraps have been removed from the areas where the footings are located.	Yes	NC	NA
5	3285.203(b): Drainage is provided to direct surface water away from the house to protect against erosion of the foundation supports and to prevent water build-up under the house.	Yes	NC	NA
6	3285.203(c): The grading around/under the house is completed so that water will drain away from the house or drains and runoff swales are provided.	Yes	NC	NA
7	3285.203(f): If gutters and downspouts are installed, the runoff is directed away from the house.	Yes	NC	NA
8	3285.204: When applicable, a minimum 6-mil vapor retarder is installed under the house with a 12-inch minimum overlap at the edges and no unrepaired holes are evident.	Yes	NC	NA



3285 SUBPART D - FOUNDATIONS			
9	3285.303: The pier construction and spacing is correct in accordance with the manufacturer's instructions.	Yes	NC NA
10	3285.305: There is a minimum clearance of at least 12" under the entire length of all frame I-beams to the ground.	Yes	NC NA
11	3285.307 and .311: The pier locations on the perimeter and marriage line of the house are correct in accordance with the manufacturer's installation instructions.	Yes	NC NA
12	3285.310(c): There is a pier supporting the frame within 24" of the end of the house at both ends of the house.	Yes	NC NA
13	3285.312: Block piers taller than 36" above grade are constructed of double concrete blocks and piers taller than 67" above grade have been designed by a registered design professional.	Yes	NC NA
14	3285.312: All footings are sized and installed in accordance with the manufacturer's installation instructions.	Yes	NC NA
15	3285.312(b)(2): A minimum 6" thick monolithic slab is used and installed per the manufacturer's installation instructions or a design professional's sealed drawings.	Yes	NC NA
3285 SUBPART E - ANCHORAGE AGAINST WIND			
16	3285.401: If alternative anchors (i.e. Longitudinal/Lateral Bracing Systems) are used, they are installed in accordance with their installation instructions and/or listing.	Yes	NC NA
17	3285.402(a): The anchor locations and spacings are in accordance with the manufacturer's installation instructions or an alternate design has been approved by a design professional and is provided.	Yes	NC NA
18	3285.402(b)(1): The anchoring straps have been installed full-depth, are properly tensioned, and have a minimum capacity of 4,725 lbs and a working capacity of 3,150 lbs.	Yes	NC NA
19	3285.402(b)(2): The anchoring straps are listed to ASTM D3953-97, are a minimum of 1.25" wide and 0.035" thick or larger, and are installed at the correct angles with the buckle at the top of the strap.	Yes	NC NA
3285 SUBPART F - OPTIONAL FEATURES			
20	3285.503(b): If installed, fireplaces and wood stoves are properly vented and installed in accordance with their installation instructions and/or listing.	Yes	NC NA
21	3285.504: The skirting is installed in accordance with their installation instructions and/or listing.	Yes	NC NA
22	3285.505(a) and (b): The crawlspace is ventilated with 1 SF of free area for every 1,500 SF of floor area and are located as high as practicable above the ground.	Yes	NC NA
23	3285.505(c) and (d): The crawlspace is ventilated on 2 opposite side to promote cross-ventilation. In cold climates, the vents must be capable of being opened or closed depending on the season.	Yes	NC NA
24	3285.505(e): A crawlspace access opening (minimum 18" wide, 24" high, more than 3 SF in area) is provided for ease of access to the utility connections.	Yes	NC NA
25	3285.505(f): Dryer vents and combustion air intakes are extended to the outside atmosphere and do not terminate under the house or inside the skirting.	Yes	NC NA
3285 SUBPART G - DUCTWORK AND PLUMBING AND FUEL SUPPLY SYSTEMS			
26	3285.603, .604, and .605: Site-installed water supply piping systems, drain system piping systems, and fuel supply piping systems are supported at a maximum of 48" on center intervals.	Yes	NC NA
27	3285.603(c): An identified and accessible shutoff valve, located under or adjacent to the house, must be installed between the water supply and the inlet.	Yes	NC NA
28	3285.603(d): All exposed water supply pipes (crossovers, water heater piping, etc) are protected from freezing with wrapped piping insulation and/or a listed pipe heating cable.	Yes	NC NA
29	3285.604(c)(1-2): Site-installed drain lines have the proper flow direction and downhill slope (one-quarter inch/ft (1/4), or one-eighth inch/ft (1/8) if a cleanout is installed in the upper end.	Yes	NC NA
30	3285.605(b)(2): Tools are not required to connect or disconnect any flexible connector quick disconnect, if used. The crossover is in a protected location away from damage and tampering.	Yes	NC NA

**HUD Manufactured Home
Installation Certification
And Verification Report**

**U.S. Department of Housing and Urban Development
Office of Manufactured Housing Programs**

OMB Approval No. 2502-0578
Expires 04/30/2018

The Manufactured Housing Installation Program Regulations 24 CFR Chapter XX Part 3286 Sections 111 and 411 require the licensed installer certify that the manufactured home has been installed and inspected in accordance with the regulations. The Manufactured Housing Installation Program Regulations 24 CFR Chapter XX Part 3286 Subpart F requires a qualified inspector verify that the manufactured home has been installed in accordance with the requirements of Part 3286 and Part 3285. The information collected here will ensure that the licensed installers and qualified inspectors inspect the minimum elements for compliance. The public record burden for the collection of information is estimated to average 3.5 hours per response including the time to review instructions, search existing data sources, gather and maintain the data needed, and complete and review the collected information. Response to this information is mandatory. This agency may not collect this information, and you are not required to complete this form, unless the form displays a currently valid OMB control number.

Certification Label Number(s) <small>(include all zeros and agency prefix)</small>	Manufacturer's Serial Number(s) <small>(include all letters and numbers)</small>	(Installer Name)	(HUD License No.)
(Homeowner Name)	(State)	(Inspector Name)	(State)
(Street Address)	(City) (Zip)	(Street Address)	(Phone)

1. Initial Inspection

Inspection Item	Inspector Verification			Installer Certification		
Site location with respect to home design and construction	<input type="checkbox"/> Pass	<input type="checkbox"/> Fail	<input type="checkbox"/> N/A	<input type="checkbox"/> Pass	<input type="checkbox"/> Fail	<input type="checkbox"/> N/A
Consideration of site specific conditions	<input type="checkbox"/> Pass	<input type="checkbox"/> Fail	<input type="checkbox"/> N/A	<input type="checkbox"/> Pass	<input type="checkbox"/> Fail	<input type="checkbox"/> N/A
24 CFR 3285 Subpart C - Site preparation and grading for drainage	<input type="checkbox"/> Pass	<input type="checkbox"/> Fail	<input type="checkbox"/> N/A	<input type="checkbox"/> Pass	<input type="checkbox"/> Fail	<input type="checkbox"/> N/A
24 CFR 3285 Subpart D - Foundation construction	<input type="checkbox"/> Pass	<input type="checkbox"/> Fail	<input type="checkbox"/> N/A	<input type="checkbox"/> Pass	<input type="checkbox"/> Fail	<input type="checkbox"/> N/A
24 CFR 3285 Subpart E - Anchorage	<input type="checkbox"/> Pass	<input type="checkbox"/> Fail	<input type="checkbox"/> N/A	<input type="checkbox"/> Pass	<input type="checkbox"/> Fail	<input type="checkbox"/> N/A
24 CFR 3285 Subpart F - Optional features (Skirting, etc.)	<input type="checkbox"/> Pass	<input type="checkbox"/> Fail	<input type="checkbox"/> N/A	<input type="checkbox"/> Pass	<input type="checkbox"/> Fail	<input type="checkbox"/> N/A
24 CFR 3285 Subpart G - Completion of ductwork, plumbing, and fuel supply systems	<input type="checkbox"/> Pass	<input type="checkbox"/> Fail	<input type="checkbox"/> N/A	<input type="checkbox"/> Pass	<input type="checkbox"/> Fail	<input type="checkbox"/> N/A
24 CFR 3285 Subpart H - Completion of electrical systems	<input type="checkbox"/> Pass	<input type="checkbox"/> Fail	<input type="checkbox"/> N/A	<input type="checkbox"/> Pass	<input type="checkbox"/> Fail	<input type="checkbox"/> N/A
24 CFR 3285 Subpart I - Exterior and interior close-up	<input type="checkbox"/> Pass	<input type="checkbox"/> Fail	<input type="checkbox"/> N/A	<input type="checkbox"/> Pass	<input type="checkbox"/> Fail	<input type="checkbox"/> N/A
Completion of operational checks and adjustments	<input type="checkbox"/> Pass	<input type="checkbox"/> Fail	<input type="checkbox"/> N/A	<input type="checkbox"/> Pass	<input type="checkbox"/> Fail	<input type="checkbox"/> N/A

2. Reinspection of Home (To be completed and initialed by the inspector)

If the inspector discovers that any item during the Initial Inspection fails to comply with the manufacturer's installation instructions or with an installation design and instructions that have been certified by a professional engineer or registered architect, the installation must be reinspected after the installation is corrected.

Briefly describe the work that did not pass the initial inspection. Upon reinspection, inspector must initial item(s) that are in compliance. Attach additional sheet(s) if necessary.

3. Inspector Verification

I have performed a visual inspection in accordance with 24 CFR § 3286.507, of the manufactured home installation identified above. I have inspected the minimum elements noted above, as required by 24 CFR § 3286.505 and the items above have been installed in accordance with an installation design and instructions that have been provided by the manufacturer and approved by the DAPIA or an installation design and instructions that have been prepared and certified by a professional engineer or registered architect that have been approved by the manufacturer and the DAPIA as providing a level of protection for residents of the home that equals or exceeds the protection provided by the federal installation standards in part 3285 of this chapter. It is a crime to knowingly make false statements in any matter within the jurisdiction of the United States such as the verification statement on this or any similar form. Penalties upon conviction can include a fine and imprisonment. See 18 U.S. Code Section 1001.

Inspector Signature _____

(Date) _____

4. Installer Certification

I hereby certify, in accordance with 24 CFR §§ 3286.111 and 3286.411, that the manufactured home identified above has been installed in accordance with an installation design and instructions that have been provided by the manufacturer and approved by the DAPIA or an installation design and instructions that have been prepared and certified by a professional engineer or registered architect that have been approved by the manufacturer and the DAPIA as providing a level of protection for residents of the home that equals or exceeds the protection provided by the federal installation standards in part 3285 of this chapter. It is a crime to knowingly make false statements and/or certifications in any matter within the jurisdiction of the United States such as the certification on this or any similar form. Penalties upon conviction can include a fine and imprisonment. See 18 U.S. Code Section 1001.

Installer Signature _____

(Date) _____

Distribution:

- Installer
- Retailer
- Purchaser

NTA, INC. Credit Card Form

305 North Oakland Ave
Nappanee, Indiana 46550
574-773-7975

One Time Credit Card Payment Authorization Form

Sign and complete this form to authorize NTA, Inc. to make a one-time debit to your credit card listed below.

By signing this form you give us permission to debit your account for the amount indicated on or after the indicated date. This is permission for a single transaction only, and does not provide authorization for any additional unrelated debits or credits to your account.

Please complete the information below:

I _____ authorize NTA, Inc. to charge the credit card account indicated below
(full name)

for \$ _____ (Invoice or Sales order charge)

on or after _____
(date)

This payment is for _____
(description of goods/services)

Company _____ Representative _____

Billing Address _____ Phone# _____

City, State, Zip _____ Email _____

PO# _____

(if applicable)

Account Type: Visa MasterCard

Cardholder Name _____ (must match name on card)

Account Number _____

Expiration Date _____ Total amount charged to card \$ _____

CVV2 (3 digit number on back of Visa/MC) _____

SIGNATURE _____

DATE _____

I authorize the above named business to charge the credit card indicated in this authorization form according to the terms outlined above. This payment authorization is for the goods/services described above, for the amount indicated above. Plus the additional credit card fee of 3.5 percent. I certify that I am an authorized user of this credit card and that I will not dispute the payment with my credit card company; so long as the transaction corresponds to the terms indicated in this form.