

Manufactured Home Relocation Trust Fund Application Instructions and Checklist

(All items should be included with application unless otherwise noted)

Instructions

1. You must complete and submit the Application Form to:
 - The third party neutral appointed by the city of the county in which your manufactured home park is located;
 - Minnesota Housing Finance Agency at 400 Sibley St., Suite 300, St. Paul, MN 55101;
 - The park owner.
2. Your application must be accompanied with the documents listed below.
3. No payments will be made by Minnesota Housing until 45 days after the date in which the application and supporting documents have been submitted to the third party neutral.
4. Once application is approved by third party neutral, a check will be issued to the moving or towing contractor for 50% of the costs of moving upon signing of the contract and 50% upon relocation of the home and approved by the homeowner. If there are certified additional costs of relocating that must be paid to other vendors, a check will be issued to the homeowner for those certified costs.
5. If the homeowner is transferring title to the home to the park owner, a check will be issued to the homeowner upon approval by the third party neutral.
6. Any disputes about eligibility for or the amount of payment must be resolved by the third party neutral.

Document Check-List

- Closure statement from park owner
- Proof of annual trust fund payments
- Copy of contract with moving or towing contractor, if relocating
- Statement of additional relocation costs and supporting documentation
- Statement certifying all lot rents have been paid and attesting that no eviction litigation is pending
- Statement from county where manufactured home is located certifying that personal property taxes have been paid through the end of the year
- Appraisal from neutral appraiser, if title is being tendered to park owner
- Copy of manufactured home title, if title is being tendered to park owner
- Certification of Inability to Relocate, if title is being tendered to park owner