



HOMEOWNER'S RESPONSIBILITIES FOR INSTALLATION REQUIREMENTS OF MANUFACTURED HOME TO BE OWNED AND OCCUPIED BY HOMEOWNER

A Homeowner's Permit carries serious responsibilities and is not appropriate for everyone. **By submitting this signed, completed form, you agree to personally assume all of the risks and liabilities associated with the Homeowner's Permit.** Please read each of the following statements. If you agree with a statement and your answer to it is "yes", then place a check mark in the appropriate box. If you do not answer "yes" to every statement, you should **not** seek a Homeowner's Permit.

After marking each item and signing this form in the presence of a Notary Public, you are required to submit this checklist with your Manufactured Housing Permit application package. This signed checklist will be kept on record with the permit application as proof of your assumption of the risks and liabilities associated with a Homeowner's Permit.

Check the appropriate box:

- I plan to install a Permanent Foundation which will include footings and site preparation work, and/or a Division approved Alternative Permanent Foundation System for a manufactured home owned by me and to be occupied by me.
- I plan to install or repair the blocking, sewer, and/or water for a manufactured home owned by me and to be occupied by me.
- I plan to perform Major Repairs for a manufactured home owned by me and to be occupied by me, including the following:

<input type="checkbox"/> Yes <input type="checkbox"/> No	I understand I must personally apply for my Homeowner's Permit and I may not delegate this task to anyone. I am solely responsible for my project.
<input type="checkbox"/> Yes <input type="checkbox"/> No	I certify that I am the legal owner of the home that is the subject of this acknowledgement, and that I will be the occupant of the home following installation for at least two years.
<input type="checkbox"/> Yes <input type="checkbox"/> No	I understand that no Manufactured Home shall be installed in New Mexico unless the homeowner, if authorized, has obtained an installation and/or permanent foundation inspection permit(s) from the Manufactured Housing Division.
<input type="checkbox"/> Yes <input type="checkbox"/> No	I understand that by seeking and obtaining a Homeowner's Permit, I am acting as my own installer.
<input type="checkbox"/> Yes <input type="checkbox"/> No	I agree and acknowledge that in seeking a Homeowner's Permit I assume all legal liability for any work performed, whether by me or under my supervision or contract.
<input type="checkbox"/> Yes <input type="checkbox"/> No	I certify that I have sufficient understanding and expertise pursuant to federal and New Mexico installation laws, regulations, codes and standards, including the manufacturer's installation and site engineering requirements, in order to engage in the activities that are the subject of this acknowledgement.
<input type="checkbox"/> Yes <input type="checkbox"/> No	I agree and acknowledge that in seeking a Homeowner's Permit, I assume all responsible for compliance with federal, state, and local and state requirements, laws,

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	regulations, codes, standards and inspection requirements.
<input type="checkbox"/> Yes <input type="checkbox"/> No	I acknowledge and agree that any certificate of occupancy issued for a residence installed pursuant to this Homeowner's Permit shall expressly state that the residence was so installed.
<input type="checkbox"/> Yes <input type="checkbox"/> No	I understand that, as the homeowner, I can complete the work myself or hire a qualified subcontractor(s) or employee(s) to perform a portion of the work, <i>provide that</i> , if any part of the work <i>requires</i> a separate license or permit for its performance, including but not limited to, electrical work, LP gas, and/or any other licensed work, I must ensure that the required licensing requirements are met and that a separate permit is obtained.
<input type="checkbox"/> Yes <input type="checkbox"/> No	I acknowledge and agree that under no circumstances am I permitted to install HVAC and natural or LP gas under this Homeowner's Permit, and that a properly licensed contractor must install HVAC and natural gas or LP gas installations.
<input type="checkbox"/> Yes <input type="checkbox"/> No	To ensure that any additional license or required permit is obtained, I agree that prior to my hiring of the subcontractor or employee, I must and I will verify with the Construction Industries Division that the subcontractor or employee is duly licensed in New Mexico to perform the type of work for which I intend to hire them; or, prior to performing the work myself, that I have duly qualified and authorized under law to perform the work under the applicable requirements.
<input type="checkbox"/> Yes <input type="checkbox"/> No	I agree to call for inspections at appropriate times and to make my premises fully accessible to the inspector.
<input type="checkbox"/> Yes <input type="checkbox"/> No	I agree that installation inspection permits shall include the name and license number of each licensee performing installation work. I further agree that names and license numbers of licensee shall be included on the permit at the time of final inspection.
<input type="checkbox"/> Yes <input type="checkbox"/> No	I understand that incomplete or inaccurate permits shall be considered an inspection failure and will be subject to re-inspection.
<input type="checkbox"/> Yes <input type="checkbox"/> No	I understand that a re-inspection and a re-inspection fee will be required if any work does not meet code, applicable standards, or legal requirements, if I call for an inspection when work is not ready, or the work to be inspected is not accessible to the inspector, or for any combination of such events.
<input type="checkbox"/> Yes <input type="checkbox"/> No	I understand that if I do not cure any cited violations I shall be subject to penalties pursuant to the law.
<input type="checkbox"/> Yes <input type="checkbox"/> No	I understand that if I do not want to be responsible for the quality and completion of the installation of my home and for compliance with all code, applicable standards, or legal requirements, I should not obtain a Homeowner's Permit. Rather, I should hire a licensed installer to take over those responsibilities.
<input type="checkbox"/> Yes <input type="checkbox"/> No	If I am installing my own home and during the process of installation I decide not to own and/or occupy the home when it is completed, I understand I am no longer eligible for a Homeowner's Permit. At that time, I will immediately cancel my Homeowner's Permit and hire a licensed installer general contractor to complete the work.
<input type="checkbox"/> Yes <input type="checkbox"/> No	I agree that the use of this Homeowner's Permit contemplates that I will install my own home, and that I will perform my own work, or contract or employ contractors or employees as required and/or permitted, and that I will occupy the home; that any other use of this permit whatsoever will result in automatic void of the permit.
<input type="checkbox"/> Yes <input type="checkbox"/> No	I understand that I have limited remedies available to me through the Manufactured Housing Division or the Manufactured Housing Committee because I have assumed the responsibilities for this project.

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Homeowner's certification, acknowledgement, and agreement under penalty of perjury

I, _____, certify, acknowledge, and agree that I have read the above statements and understand the requirements, responsibilities, risks, and liabilities that accompany a Homeowner's Permit, and I agree to be bound by all applicable codes, law, rules, regulations, requirements and responsibilities. I understand I cannot perform any electrical, mechanical or plumbing work under this permit. If I hire a licensed contractor to do any portion of this project; the contractor will apply for his own permit for this portion of the work, and I will verify this. I understand I am required to substantiate my installation knowledge to the satisfaction of the Division. I have completed and signed this form freely and of my own personal knowledge, and after being advised and considering that I may hire my own separate personal counsel to advise me in executing this Homeowner's form, and I have affirmatively chosen not to do so.

X _____
Homeowner Signature (must be signed before a Notary Public)

NOTARY

Sworn to before me this _____ day of _____,
20____.

NOTARY PUBLIC

My commission expires:

NOTE: This signed copy is to be attached to the Homeowner's Permit application. A photocopy is to be given to the homeowner named above.