



LENDER NOTICE

February 19, 2020—Manufactured Homes Data Requirements

The purpose of this lender notice is to address an ongoing issue related to Manufactured Housing and provide specific documentation requirements for loan purchase.

In reviewing loan files for manufactured homes, New Hampshire Housing has found numerous inconsistencies within the loan documents (appraisal, deed, mortgage, rider, legal description, title policy, etc.) for the following data points:

- Manufacturer's name;
- Model name and/or model number;
- Year of manufacture;
- Serial number; and
- Size of unit.

Effective immediately, the following data points must be identified and be consistent within the loan documents, including the deed:

- Manufacturer's name;
- Model name and/or model number;
- Year of manufacture; and
- Serial number.

This requirement is supported based on NH RSA 477:44 as that statute notes that such homes can be moved and therefore the deed and loan documentation must include this identifying information.

At times the loan documentation may reference other data points such as the size of the manufactured home. Any and all other data points referenced must also be reflected and consistent throughout the loan file.

We urge lenders to review the deed, title commitment and all loan documents prior to closing to ensure the above information is provided and consistent with the loan documents and to correct any inconsistencies prior to closing. New Hampshire Housing will not purchase a loan that does not comply with the requirements of this notice. Please refer to the New Hampshire Housing Selling Guide for corrective action required in the event of an error. The guide can be found here: <https://www.nhhfa.org/wp-content/uploads/2019/12/SellingGuide-2020-1.pdf>

For any questions, please contact Mike Chadbourne at 603.310.9247 or mchadbourne@nhhfa.org. Thank you.

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