

## *Selling Your Home on MHVillage is Easy!*

### *Here are some tips on Frequently Asked Questions...*



**Home Location** - List the current location of the home, even if it must be moved. Give the physical address of the home. Don't enter the mailing address, even if it is different. Manufactured homes do not fit in PO boxes.

If your home is in a community check the box and enter the community name. Otherwise, you can write in one of the following:

- \* Privately Owned Land - if you are selling land with the home.
- \* Leased/Rented Land - if you are only selling the home, and you or someone else is keeping the land.
- \* Must be Moved - if the home cannot stay at its current location when it is sold.

#### **Home Information**

Asking or Rental Price - Check the box if the home is for sale, for rent, and/or rent-to-own and enter the asking price or the rental fee in the following field. If the home is either, mark how you would primarily like the home to be listed, and put the other information in the Home Description.

Attached Rooms - Enter dimensions, rounded to the nearest foot, of any additional enclosed space added to the home. This could be a small third section (tag-along), enclosed porch (Florida room), or site-built addition.

Home Type - The Home Type affects the name on the web listing and the heading on the printed flyer. Below are the approximate definitions of each term, but from a marketing perspective, these terms are largely interchangeable. "Mobile" is by far the most popular term; "Manufactured" or "Modular" are more upscale.

- \* Select Mobile if your home was built before 1976.
- \* Select Manufactured if your home was built after 1976 and is not on a permanent foundation.
- \* Select Modular if the home is permanently attached to a foundation and was built to local building codes.

Serial Number - This field is most often used by professional sellers for professionals. If you know it, put it in, otherwise leave blank.

Roof Type - Select Other if you have a replacement roof constructed over the original roof. Otherwise select Metal or Shingled as appropriate. If the roof is newer than the home, note that in the Home Description.

Siding Type - Select Other if you have any type of fiber or cement siding. This may be vertical wood siding or simulated vertical wood siding. Leave Unknown selected if you have a siding type not listed and explain in the Home Description.

Ceilings - Select Soft Panel if you can dent the ceiling by pushing with your finger. (An example is accoustical tile ceilings.) Hard Panel will have seams and Finished Drywall will appear as a seamless surface, usually coated with a textured paint.

Interior Walls - Select Wood Panel if you have floor to ceiling paneling (common in older homes). Pre-Papered Drywall will have strips of wood covering the joints between panels and Finished Drywall will appear as a seamless surface.

Interior and Exterior Options - Any special features should be explained further in the Home Description. Also, if the home has more than one of a checked feature, (such as two walk-in closets or three skylights) explain that in the Home Description.

Included Appliances - Select the appliances that will be staying with the home. In the Home Description mention any appliance not listed here. Also be sure to point out any appliance which is newer than the home.

#### **Additional Information**

Lot Rent - Monthly rent for your space in a community. Leave this blank if you are selling a home with land or if the home must be moved. If some utilities are covered by your lot rent, be sure to include that in the Home Description.

Taxes - Monthly taxes. If you pay an annual assessment, divide it by 12 and enter the result rounded to the nearest dollar.

Utilities - This space is for the combined average for all monthly utilities not covered with your lot rent.

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**Home Description** - Here is where you SELL your home. After you have written your description, read it and ask yourself: "Am I excited about this home"? If the answer is no, try rewriting parts of the description with a bit more spice. Consider the following two examples:

1. Garage: 24' x 30'

2. This oversized garage is 24' by 30': plenty of room for two cars, extra storage, and a workbench.

In both cases you convey the facts, but only the second creates excitement by putting those facts into context. If you are writing a long description, consider typing out the description on a second sheet of paper and mail it with the form.

**Multiple Listing Exchange** - Enlist the services of local MHVillage professional sellers to show and sell YOUR home on YOUR terms! If you choose to participate (it's optional), the MH/LX allows you to define when, how much, and under what terms you are willing to compensate a professional who helps you sell your home. You decide the dollar amount, conditions, and timing of any compensation. The MHVillage MH/LX gives you access to professional brokers without the restrictions and cost of other programs. Only registered MHVillage professional sellers will be able to see your terms and incentives. This feature is part of the Premium listing only.

Commission - Describe the dollar amount, conditions, and timing of any compensation. You can give a dollar amount, a percentage, or both. Be sure to be specific.

Examples:

1. \$500 provided to any broker that provides the contact information for a home buyer that eventually purchases my home. The money is due when the sale is complete.
2. \$2,000 provided to any broker that shows my home to a shopper that eventually buys my home. The money is due when the sale is complete.
3. 5% of the final sales price provided to any broker that shows and completes the sale of my home. The money is due when the sale is complete.

<b>Pricing</b>	<b>Basic</b>	<b>Featured</b>	<b>Premium</b>
One time charge to list until sold	Y	Y	Y
Fully indexed and searchable from Internet search engines	Y	Y	Y
Full page listing with 2 photos	Y	Y	Y
Unlimited changes and updates to your listing	Y	Y	Y
On-line form for each listing	Y	Y	Y
Email Address Security	Y	Y	Y
24/7 advertising with access to thousands of visitors every day	Y	Y	Y
Access to the largest on-line market for manufactured housing	Y	Y	Y
Advertising on Google, Yahoo!, and other locations	Y	Y	Y
Map and printable version of the listing	Y	Y	Y
Instant Activation	Y	Y	Y
Statistics about your listing activity	Y	Y	Y
Bold text on search results page		Y	Y
Thumbnail photo on search results page		Y	Y
2 additional photos on listing page (4 total)		Y	Y
Additional line of text on search results page		Y	Y
OVER 50% MORE VIEWING!		Y	Y
Top of list placement on search results page			Y
Placement on the Multiple Listing Exchange (MH/LX)			Y
Unlimited home photos on listing page			Y
Community photos included on listing page			Y
Multiple seller e-mails			Y
Linking to your web site			Y
OVER 80% MORE VIEWING!			Y
<b>LISTING PRICE - One time fee until sold!</b>	<b>\$49.95</b>	<b>\$79.95</b>	<b>\$119.95</b>

Photos - You can send in your own photos and we will post them for free. Photos may be mailed with the form or sent by email to photos@mhvillage.com

Payment may be in the form of a credit card, check or money order.

Mail the form with payment to:

MHVillage  
2600 Five Mile Road NE  
Grand Rapids, MI 49525

# Sell Your Home on MHVillage.com!

## Home Location

\*Required fields are in bold. List the current location of the home, even if it must be moved.

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Contact Name on Listing:** \_\_\_\_\_ **Phone Number:** \_\_\_\_\_

Contact Email Address: \_\_\_\_\_

**The home is in:**     A Community     Private Property

Name of the community: \_\_\_\_\_

## Home Information

**The home is:**  For Sale \$ \_\_\_\_\_     For Rent \$ \_\_\_\_\_     Rent-to-Own \$ \_\_\_\_\_

**Make:** \_\_\_\_\_ **Model:** \_\_\_\_\_ **Year:** \_\_\_\_\_

**Main Home Size:** \_\_\_\_\_ x \_\_\_\_\_ (Enter the actual box size of your home, rounded to the nearest foot. Do not enter inches or include the hitch in your measurements.)

1st Attached Room: \_\_\_\_\_ x \_\_\_\_\_    Second Attached Room \_\_\_\_\_ x \_\_\_\_\_

**Bedrooms**     1     2     3     4     5 or more

**Bathrooms**     1     1 1/2     2     2 1/2     3 or more

Home type     Mobile     Manufactured     Modular

**Color:** \_\_\_\_\_ **Serial Number:** \_\_\_\_\_

## Home Features

**Roof type**     Shingled     Metal     Other     Unknown

**Siding Type**     Vinyl     Metal     Other     Unknown

**Ceilings**     Soft Panel     Hard Panel     Finished Drywall     Unknown

**Interior Walls**     Wood panel     Pre-Papered     Finished Drywall     Unknown

**Heating Type**     Gas     Electric     Oil     Unknown

Exterior Options (Select all that apply)     Garage     Carport     Gutters  
 Shutters     Deck     Patio     Thermopane Windows     Storage Shed

Interior Options (Select all that apply)     Central Air     Window A/C     Ceiling Fan  
 Fireplace     Basement     Pantry     Cathedral Ceiling     Laundry Room  
 Sun Room     Walk-in Closet     Garden Tub     Skylight

Included Appliances (Select all that apply)     Clothes Washer     Clothes Dryer     Dishwasher  
 Refrigerator     Microwave     Oven     Garbage Disposal

## Additional Information

Community has a pool.    Monthly rent: \_\_\_\_\_  
 Community has a clubhouse    Monthly Taxes: \_\_\_\_\_  
 Community has recreational facilities.  
 Community has age restrictions.    Utilities: \_\_\_\_\_  
(Senior Community)

