



# Manufactured Housing Educational Trust

25241 Paseo de Alicia, Suite 120, Laguna Hills, CA 92653

Telephone (949) 380-3303 • Fax (949) 380-3310

## Community Management Forms

Ship to the Attention of: \_\_\_\_\_ Title: \_\_\_\_\_

ark Name: \_\_\_\_\_

ddress (NO PO BOXES/ Indicate if "Park Office"): \_\_\_\_\_

City, State & Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

QUANTITY	REVISED	FORM #	FORM	DESCRIPTION	PRICE	TOTAL
			<b>Accounting</b>			
	Aug-15	100	Delinquency Report	Single 25/Lot	\$ 4.50	
	Aug-15	105	New Vendor Requirement Check List (for Form W-9)	Single 25/Lot	\$ 4.50	
		106	Vendor Information Sheet (for Form W-9)	Single 25/Lot	\$ 4.50	
	Aug-15	110	Petty Cash Voucher	Single 25/Lot	\$ 4.50	
			<b>Agreements</b>			
	Aug-15	200	Agreement with Heir, Joint Tenant or Personal Representative	Single 25/Lot	\$ 5.50	
	Sep-15	200A	Letter: Agreement with Heir	2 Sided 25/Lot	\$ 7.00	
	Aug-18	205	Agreement for Use of Clubhouse Facilities	Single 25/Lot	\$ 5.50	
	Aug-15	215	Assigned Parking Agreement	Single 25/Lot	\$ 5.50	
	Dec-98	220	Construction/Service Agreement	Single 25/Lot	\$ 5.50	
	Aug-06	225	Mobilehome Park Rental Agreement (month to month up to 12 mos.)	16 Page 25/Lot	\$ 40.00	
	Dec-98	230	Application for Approval of Pet and Pet Agreement	Single 25/Lot	\$ 5.50	
	Dec-98	235	Recreational Vehicle Storage Agreement	Single 25/Lot	\$ 5.50	
	Aug-15	236	Mobile Home Storage Agreement	2 Sided 25/Lot	\$ 7.00	
	Aug-15	237	Manufactured Home Storage Agreement for Estates	2 Sided 25/Lot	\$ 7.00	
	Aug-16	238	Caretaker Agreement	2 Sided 25/Lot	\$ 7.00	
	Dec-98	240	Voluntary Termination of Tenancy (by resident in lieu of U.D.)	Single 25/Lot	\$ 10.00	
			<b>Civil Codes/Mobilehome Residency Laws ( Please call for Separate Order Form)</b>	Separate order form for Civil Codes		
			<b>General/Administrative</b>			
	Mar-09	300	Change of Terms (rental increase for month to month resident)	Single 25/Lot	\$ 5.50	
	Sep-06	305	Courtesy Reminder Notice (Rules & Regs.)	Single 25/Lot	\$ 4.50	
	Aug-15	306	Weekly Activity Log (for manager)	Single 25/Lot	\$ 5.50	
	Dec-98	307	Emergency Notification List	Single 25/Lot	\$ 5.00	
	Aug-15	308	Friendly Reminder	Single 25/Lot	\$ 5.00	
	Aug-15	309	Congratulations Certificate	Single 25/Lot	\$ 5.00	
	May-01	310	Incident Report	Single 25/Lot	\$ 5.50	
	2004	312	Managers' Monthly Close Out	Single 25/Lot	\$ 5.00	
	2015	315	Mobilehome and Lot Inspection Report	4 Part 25/Lot	\$ 15.00	
	Dec-98	320	Resident Concern Form	2 Part 25/Lot	\$ 7.00	
	Aug-15	325	Resident's Information Update	2 Sided 25/Lot	\$ 7.00	
	Mar-09	330	Telephone Calls & Walk-in Traffic Log (monitors effectiveness of advertising)	Single 25/Lot	\$ 4.50	
			<b>Legal Notices and Eviction</b>			
	Aug-15	400	Eviction Package (Non-payment of Rent) Includes: 3 Day Notice to pay Rent or Quit, 3 Day Notice to Perform Covenants or Quit, 60 Day Notice to Terminate Possession, 3/3/60 Notice Letter to Legal/Registered Owner	Package 25 Sets	\$ 75.00	
	Aug-15	401	Information for Prospective Homeowners	Single 50/Lot	\$ 15.00	



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	Dec-98	405	5 Day Demand for Surrender of Mobilehome Space ("midnight move-in")	Single 25/Lot	\$ 5.50	
	Aug-15	410	60 Day Notice to Terminate Possession for Repeated Failures to Pay Rent	6 Part 25/Lot	\$ 20.00	
	Jun-99	415	<i>Proof of Service (to resident for evictions and all legal notices)</i>	2 Part 25/Lot	\$ 7.00	
	Jun-99	416	<i>Proof of Service (to legal owner, junior lienholder for eviction notices)</i>	2 Part 25/Lot	\$ 7.00	
	Apr-04	420	Rejection of Late Rent Payment	Single 25/Lot	\$ 10.00	
	Dec-98	425	Rejection of Lender Payment	Single 25/Lot	\$ 10.00	
	Sep-00	430	7 Day Notice to Comply with Rules & Regulations	Single 25/Lot	\$ 5.50	
	Aug-15	435	14 Day Notice of Intent to Charge for Space Maintenance	Single 25/Lot	\$ 5.50	
	Aug-15	440	60 Day Notice of Intention to Bill Separately for Utilities	Single 25/Lot	\$ 5.50	
	Aug-15	450	Notice of Change in the Rules and Regulations & Meeting to Discuss	Single 25/Lot	\$ 5.50	
			<b>Maintenance</b>			
	Nov-98	500	Equipment Inventory & Repair Log	Single 25/Lot	\$ 4.50	
	Aug-15	505	Meter Calibration/Repair Log (for utilities)	Single 25/Lot	\$ 4.50	
	1998	510	Vacant Space Inspection Checklist (upon home removal)	Single 25/Lot	\$ 4.50	
	Aug-15	515	Facilities/Grounds Report	7 Page 25/Lot	\$ 13.00	
			<b>New Resident Processing</b>			
	Aug-15	600	Application for Tenancy	6 Page 25/Lot	\$ 30.00	
	Aug-15	605	Irrevocable Excrow Instruction and Park Approval Transmittal	Single 25/Lot	\$ 10.00	
	Apr-01	610	<i>Move-In Report (payment receipt)</i>	2 Part 25/Lot	\$ 7.00	
	Aug-15	615	Personal Guaranty of Lease (by someone other than prospective resident)	Single 25/Lot	\$ 10.00	
	Aug-15	620	Prospective Homeowner Evaluation (approval or denial)	Single 25/Lot	\$ 10.00	
	Aug-15	625	Recreational & Common Area Release & Waiver of Liability & Indemnity Agreement (for swimming pools and overall facilities)	Single 25/Lot	\$ 10.00	
			<b>Vacating Resident Processing</b>			
	Jan-06	700	Notice of Intent to Sell	3 Part 25/Lot	\$ 13.00	
	Aug-15	710	Resale Notice (to resident/seller)	Single 25/Lot	\$ 4.50	
	Aug-15	715	<i>Move-Out Report (final statement of account)</i>	3 Part 25/Lot	\$ 13.00	
			<b>Forms on Compact Disc (CD)</b>			
			Please Circle One: <b>PC MacIntosh</b>	Member	\$ 95.00	
			Please Circle One: <b>PC MacIntosh</b>	NON Member	\$ 295.00	

Thank You For Your Order

All orders must include payment by check payable to: **MHET Forms**

Please mail to: **25241 Paseo De Alicia, Ste 120, Laguna Hills, CA 92653**

**Subtotal**

Up to \$50.00  
 \$51.00 to \$100.00  
 \$101.00 to \$150.00  
 \$151.00 and Up  
**Forms on CD**

**Shipping Charges**

\$5.00  
 \$10.00  
 \$15.00  
 \$20.00  
**\$5.00**

Receive a FREE  
 Disclosure Form with  
 Every Order!

**Sub Total**

\$

**MHET Members - 10% Discount\*\***

(\$ )

**Total with Discount, if applicable**

\$

**Sales Tax 7.75%**

\$

**Shipping Charges**

\$

**TOTAL DUE**

\$

NOTICE: MHET is not in the business of rendering legal advice or accounting services. MHET makes no guarantee or promise concerning the legality or functionality of any of the forms offered by MHET. It is expressly understood and agreed by any member purchasing and using any of MHET's forms that said forms are not intended to preclude consultation with legal counsel for member's own circumstances. All prices are subject to change without notice.