

**QUICK REFERENCE INSTRUCTIONS**

**PAPERWORK BURDEN DISCLOSURE NOTICE**

Public reporting burden for this form is estimated to average 30 minutes per response. The burden estimate includes the time for reviewing instructions, searching existing data sources, gathering and maintaining the needed data, and completing, reviewing, and submitting the form. This collection of information is required to obtain or retain benefits. You are not required to respond to this collection of information unless a valid OMB control number appears in the upper right corner of this form. Send comments regarding the accuracy of the burden estimate and any suggestions for reducing this burden to: Information Collections Management, Department of Homeland Security, Federal Emergency Management Agency, 500 C Street, SW, Washington, DC, 20472, Paperwork Reduction Project (1660-NEW). **Please do not send your completed survey to the above address.**

**PRIVACY ACT STATEMENT**




**AUTHORITY:** The Robert T. Stafford Disaster Relief and Emergency Assistance Act as amended, 42 U.S.C. § 5174 and Title 44 C.F.R. Part 206.117.

**PRINCIPAL PURPOSE(S):** This information is being collected for the primary purpose of advising FEMA Individual Assistance applicants of the requirements to occupy temporary housing units, of the requirements for final sales of the unit if FEMA offers a sale program for its temporary housing units as part of its direct housing program under a Presidentially-declared disaster.

**ROUTINE USE(S):** The information on this form may be disclosed as generally permitted under 5 U.S.C. § 552a(b) of the Privacy Act of 1974, as amended. This includes using this information as necessary and authorized by the routine uses published in DHS/FEMA - 008 Disaster Recovery Assistance Files System of Records, 78 Fed. Reg. 25282 (Apr. 30, 2013), and upon written request, by agreement, or as required by law.

**DISCLOSURE:** The disclosure of information on this form is voluntary; however, failure to provide the information requested may delay or prevent the individual from receiving the requested disaster-related temporary housing assistance.

**CONSULT THE SALES CALCULATOR SOP FOR SPECIFIC INSTRUCTIONS**

	Requires user entry
	Auto-Populated or Auto-Calculated
	Important Calculated Field

- STEP 1      Enter the Applicant's information into Basic Information Sheet
- STEP 2      Enter the Unit information into THU Depreciation Calculator
- STEP 3      Use the Sales Worksheet for Price of Unit

**If occupant asserts they lack financial ability, then complete the following:**

- STEP 4      Enter the applicant's financial IHP grant information  
*Make sure you follow IHP Settle Worksheet Instructions*
- STEP 5      Enter the applicant's financial information and eligibility information  
*Make sure you follow Petition Instructions*

**If petition worksheet states the occupant is eligible for petition then complete:**

- STEP 6      Complete the Acknowledgement of Sale

## BASIC INFORMATION

### APPLICATION INFORMATION

Applicant's Name (Last, First):	Date:	Applicant's Registration ID #:
Applicant's Address (Street, City, State, Zip):	County:	Applicant's Telephone #:
	Disaster #:	

### UNIT INFORMATION

Unit Type:	Status	Manufactured Year:	FEMA Barcode #
Manufacturer's Serial or VIN #			

## MANUFACTURED HOUSING UNIT DEPRECIATION CALCULATOR

Applicant's Name (Last, First):	Date:	Applicant's Registration ID Number
<b>Unit Data</b>		<b>Instructions</b>
S (start) Unit Status at Beginning of Occupancy		New units are not previously occupied units.
Y (mfg.) Year Unit was Produced		Year the unit was produced from the Data Plate or LIMS
T (unit) Type of Unit		Type of Unit: MH=Manufactured Home or PM=Park Model
B (no) Number of Bedrooms		Number of Bedroom the unit has
U (m) Number of Months Unit was Occupied		Total number of months that <b>any</b> occupant has lived in the unit. Please be sure to add the month for processing.
<b>Calculated Data</b>		
AP (av) Average Acquisition Price		Refer to Price Matrix to determine contract price, by first finding the year the unit was produced and look to the corresponding bedroom column to determine the Price.
C (d) Deactivation Costs		Pre-determined deactivation costs for the unit type (see Price Matrix)
D (i) Initial Depreciation rate		Initial Depreciation is the depreciation occurred when a unit is initially occupied for the first time. Depreciation rate for MH = .2 and PM = .18
D (m) Average Monthly Depreciation rate		Depreciation rate for the number of months the unit is occupied. MH=.0041 and PM=.04
AP (D) Acquisition Price minus Initial Depreciation		Average Acquisition Price minus the Initial Depreciation
U (d) Used Deduction		Deductions for the use period (depreciation of used unit over period of time)
FMV Fair Market Value		Fair Market Value before Use Deduction times the Used Deduction rate
<b>AFMV Adjusted Fair Market Value</b>		Fair Market Value minus FEMA's deactivation costs

## MANUFACTURED HOUSING UNIT SALES CALCULATION WORKSHEET

1. DISASTER #	2. NAME OF PURCHASER/APPLICANT	3. APPLICANT REGISTRATION #	4. TELEPHONE #
5. CURRENT ADDRESS (STREET, CITY, STATE, ZIP) - COUNTY			
6. UNIT TYPE		7. VIN	8. UNIT BAR CODE
9. OCCUPANCY AND RESIDENCY			
9A. Occupancy - Is the applicant currently occupying the housing unit? <input type="radio"/> Yes, the applicant is currently occupying the housing unit. <input type="radio"/> No, the applicant is NOT currently occupying the housing unit. <i>(Unit cannot be Sold)</i>			
9B. Is the occupant a pre-disaster owner or renter? <input type="radio"/> Owner <input type="radio"/> Renter <i>(May not proceed if current date is less than 6 months from disaster declaration date)</i>			
10. UNIT PLACEMENT ADDRESS (Street, City, State, Zip)			
<b>11. SALES PRICE</b>			
12. COMMENTS			
13. PREPARED BY (If different from Sales Representative)		14. APPROVAL	
		<input type="radio"/> Approved <input type="radio"/> Disapproved	
Printed name of FEMA Sales Representative	Date	Signature of IA Branch Chief	Date
		Signature of IA Branch Chief	Date

## IHP SETTLEMENT WORKSHEET

Name		Applicants Registration ID	
Category			Amount
A.	Repair or Replacement Award		
B.	Building Supplies (e.g., Drywall, Nails, Lumber)		
		Total	
C.	Refuse Removal (e.g., Bulk Trash Removal, Dumping Fee)		
		Total	
D.	Contract Costs (e.g., Plumbing, Electrical)		
		Total	
E.	Total (Sum B, C & D)		
F.	Remaining Repair or Replacement Award (A Minus E)		
G.	IHP Settlement Payment		

## SETTLEMENT WORKSHEET INSTRUCTIONS

The Settlement Worksheet uses applicant provided receipts and NEMIS data to calculate the unused portion of Repair or Replacement Assistance the applicant must return to FEMA prior to the completion of a sale. This Settlement Worksheet must be used for every applicant.

**Section A - Repair or Replacement Award.** To determine the dollar amount given to the applicant as a repair or replacement award, access the applicant's NEMIS file. In NEMIS, do not use the total amount listed for housing assistance as this may include rental assistance. Only consider amounts labeled "Housing Assistance". Do not include any awards labeled "EA Housing Assistance" in the calculator. If more than one "Housing Assistance" award is present, add them manually before placing the total dollar amount in section A.

The Category titles of sections B through D describe the various "real property" costs of a disaster. The "R/E" refers to a Receipt or Estimate provided by an applicant. The R/E labels are numbered to identify individual receipts. The dollar amounts inputted for each of the R/E lines should correspond to the sales total on the individual receipts provided by the applicant.

**Note: Write the appropriate section letter and R/E # on each receipt or estimate inputted into the worksheet. For example, the first receipt for building supplies placed in the worksheet should have B-RE #1 clearly written on it.**

**Section B - Building Supplies.** If the applicant has receipts for all real property items use this section to record those items. Some examples of these costs include drywall, nails, and lumber. Before inputting receipt totals in this section, examine each receipt and eliminate all non-real property items, i.e flashlights. For example, an applicant has a \$1000 receipt for purchase of lumber, but the receipt also includes a flashlight for \$25. Subtract the flashlight price of \$25 from the receipt total. Then write the adjusted total of \$975 on the receipt and input the adjusted dollar amount into the calculator. It is not necessary to calculate the tax on the excluded items, merely subtract their retail cost from the receipt total. Write the adjusted total on the receipt.

**Section C - Refuse Removal.** If the applicant has receipts for trash and debris removal services use this section to record those items. Examples of these costs include bulk trash removal and dumping fees. Input each receipt total in the amount column and label the receipt with the appropriate receipt number.

**Section D- Contract Costs.** If the applicant has receipts or estimates given to an applicant by a contractor who provided services related to the applicant's dwelling use this section to record those items. Plumbing and electrical work are examples of applicable contractor costs. Input each receipt total in the amount column and label the receipt with the appropriate receipt number. This section may also include receipts or estimates for building supplies bought or used by contractors. Only count building supplies in section B if they were separately billed by the contractor or if the building supplies were independently purchased.

**Section G - Final Settlement Payment.** This section is automatically calculated based on the values inputted from the applicant's receipts presented, the receipts in sections B through D, and the sales price of the manufactured home unit. The Final Settlement Payment reflects the dollar amount of unused IHP funds the applicant owes FEMA.

## TEMPORARY HOUSING UNIT SALES PETITION CALCULATOR

1. Name:	2. DR	
3. Application #		
4. Was the applicant denied SBA loan due to debt owed to the Federal Government?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
5. Applicant failed to purchase and maintain flood insurance as a condition of previous disaster assistance?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
6. Petition Eligibility (if yes to Question 4 or 5, then not eligible for petitioning)		
7. Income	Amount	Contribution
a) Wages and salaries, overtime pay, commissions, fees, tips, bonuses and other compensation for personal services		
b) Interest, dividends and other gross income of any kind from real or personal property		
c) Full amount of periodic amounts received from Social Security, annuities, insurance policies, retirement funds, pensions, disability or death benefits and other similar types of periodic receipts		
d) Payments in lieu of earnings, such as unemployment and disability compensation, worker's compensation and severance pay		
e) Government assistance (e.g. Temporary Assistance for Needy Families (TANF))		
Total Income		
8. Assets	Amount	Contribution
a) Stocks, bonds, Treasury bills, certificates of deposit, money market accounts		
b) Individual retirement and Keogh accounts		
c) Retirement and pension funds		
d) Cash held in savings and checking accounts, safe deposit boxes, homes, etc		
e) Cash value of whole life insurance policies available to the individual before death		
f) Equity in rental property and other capital investments		
g) Personal property held as an investment		
Total Assets		
9. Remaining FEMA Repair/Replacement Assistance ("Cash-in-Hand") - Line G of the "Settlement Worksheet"		
10. Total Amount of an Applicant's Income and Assets and FEMA Assistance Capable of being Contributed		
11. Adjusted Fair Market Price for the Unit (Auto populated from Sales Worksheet)		
12. 25% AFMV (25% of the Fair Market Value Sales Price Quoted for the Unit)		
13. Calculation of Eligible Petition Sales Price		
<b>13A:</b> If the Total Applicant Income/Assets and FEMA Assistance is greater than or equal to AFMV, then Line 11		
<b>13B:</b> If the Total Applicant Income/Assets and FEMA Assistance is less than AFMV but more than 25% of the AFMV, then use Adjusted Cost (Line 10)		
<b>13C:</b> If the Total Applicant Income/Assets and FEMA Assistance is less than or equal to 25% AFMV then Line 12		
14. Final Adjusted Sales Price		

## PETITION CALCULATOR INSTRUCTIONS

The Information entered into this worksheet will determine the adjusted sales price of the unit. In order to complete the Petition Calculator, you will need the applicant's completed Temporary Housing Unit Sales Calculation Worksheet and IHP Settlement Worksheet. In addition, the applicant must be prepared to provide detailed information on their household's monthly income and assets.

1. Name: This will be auto populated from information provided on Basic Information Sheet
2. DR: this will be auto populated from information provided on Basic Information Sheet
3. Application No.: This will be auto populated from information provided on Basic Information Sheet
4. Was the Applicant denied SBA loan due to debt owed to the Federal government? Review the SBA denial Codes
5. Applicant failed to purchase and maintain, as a condition of previous disaster assistance, flood insurance? Review the Housing Assistance code to determine if the applicant has code associate with non-compliance with flood insurance.
6. Petition Eligibility: If the applicant has debt owed to Federal government or failed to purchase and maintain flood insurance as a requirement for previous disaster assistance, then the applicant will be ineligible for sales petition.

**ADVISORY:** In the Monthly Income and Total Assets sections all dollar amounts should be placed in the Amount column. Dollar amounts entered should include the total for all adult household members over the age of 18 currently authorized to occupy the unit. If an applicant or household has no income or assets of a particular type, leave the entry line blank.

### 7. Income

- a) Enter the total dollar amount of all wages and salaries, overtime pay, commissions, fees, tips, bonuses and other compensation for personal services. Note: If wages are weekly, multiply wages by 4 before entering into calculator. If wages are biweekly-weekly, multiply wages by 2 before entering into calculator.
- b) Enter the total dollar amount of all interests, dividends and other gross income of any kind from real or personal property.
- c) Enter the total dollar amount received from all Social Security, annuities, insurance policies, retirement funds, pensions, disabilities or death benefits and other similar types of periodic receipts.
- d) Enter the total dollar amount of all payments in lieu of earnings, such as unemployment and disability compensation, worker's compensation and severance pay.
- e) Enter the total dollar amount of all government assistance (e.g. Temporary Assistance for Needy Families - TANF). Note: if the assistance is received more than once a month, include assistance amount for a one month period.

Total Income Amount - the amount will automatically be filled by the calculator.

Total Income Contribution - The amount will automatically be filled by the calculator. The amount represents the total portion of their monthly income the applicant or household is required to contribute toward purchasing the unit.

### 8. Assets

- a) Enter the total dollar amount of all stocks, bonds, treasury bills, certificates of deposits and money market accounts.
- b) Enter the total dollar amount of all retirement and Keogh accounts.
- c) Enter the total dollar amount of all retirement and pension funds.
- d) Enter the total dollar amount of all cash held in savings and checking accounts, safe deposit boxes, homes, etc.
- e) Enter the total cash value of all whole life insurance policies available before death.
- f) Enter the total dollar amount of equity in all rental property and other capital investments.
- g) Enter the total dollar amount of all personal property held as an investment.

Total Assets Amount - the amount will automatically be filled by the calculator.

total Assets Contribution - the amount will automatically be filled by the calculator. The amount represents the portion of their total assets the applicant or household is required to contribute toward purchasing the unit.

9. FEMA Repair/Replacement Assistance ("Cash-In-Hand"): This is the amount the applicant indicated that they have available for the purchase of the unit. This amount should not be counted in the Total Assets. NOTE: All applicants are required to complete the IHP Settlement Worksheet. Any remaining funds from their FEMA award WILL be counted in the Petition worksheet unless the applicant can provide acceptable proof that the FEMA assistance has been obligated for housing repair/replacement. Acceptable proof of obligated funds include: signed and executed contract(s) for repairs/rebuild or copy of Buyer's agent contract with a licensed real estate agent.

10. Total Amount of applicant's Income and Assets and FEMA Assistance Capable of being contributed: This is auto totaled from lines 7, 8, & 9.

11. AFMV for the unit (Sales Price Quoted for the Unit) - This amount is automatically filled from the Sales Worksheet.

12. 25% of the Fair Market Value Sales Price: This is auto calculated from 25% of the Adjusted Fair Market Price of the THU Depreciation Calculator.

13. Calculation of Eligible Petition Sales Price:

13A: If the Total Applicant Income/Assets and FEMA Assistance is greater than or equal to AFMV, then Total Amount of applicant's Income & Assets and FEMA Assistance capable of being contributed (Line 10).

13B: If the Total Applicant Income/Assets and FEMA Assistance is less than AFMV but more than 25% of the AFMV, then use Adjusted Cost (Line 11)

13C: If the Total Applicant Income/Assets and FEMA Assistance is less than or equal to AFMV (Line 11), then use 25% of AFMV (Line 12).

14. Final Adjusted Sales Price: The Amount will be automatically generated. The Amount that appears in this column will be the Sales Price for the applicant if they meet the conditions for acceptance of Sales Price Adjustment Petition.



## ACKNOWLEDGEMENT OF CONDITIONS OF SALE

On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_, the Federal Emergency Management Agency (FEMA), acting through a designated representative or agent, agrees to sell the Manufactured Housing Unit (MHU) with Vehicle Identification Number (VIN) \_\_\_\_\_ and FEMA Unit Bar Code \_\_\_\_\_ (the "MHU") to \_\_\_\_\_, the eligible Occupant or Co-Occupant listed on the FEMA registration for the MHU (Collectively "Purchaser"). The Purchaser agrees to purchase the MHU for the total price of \$ \_\_\_\_\_ to be paid to FEMA.

1. Purchaser has provided a certified check or money order to FEMA in the amount of \$ \_\_\_\_\_.
2. Purchaser represents to FEMA that he/she currently occupies the MHU and the unit will be used as the Purchaser's permanent residence. Purchaser is purchasing the MHU currently occupied. No substitution or exchange of units is permitted.
3. Purchaser accepts all responsibility and liability for the MHU, including but not limited to the requirement to obtain all necessary local and/or state permits, licenses, and proof of inspections for moving the unit and placement on the Purchaser's proposed site.
4. If the MHU is located on a FEMA group or FEMA-leased commercial site, the Purchaser will move the unit (if applicable) within 30 days of the date of this acknowledgement.
5. Purchaser agrees to pay all applicable State sales taxes and any other charges that may be imposed by the State or local government on the sale. FEMA is not responsible for collection of State or local taxes.
6. Purchaser agrees to obtain and maintain hazard and flood insurance on the MHU. If the selected site for the unit is located within the 100-year floodplain or a designated Special Flood Hazard Area (SFHA), Purchaser also agrees to comply with local floodplain management codes. If Purchaser fails to obtain and maintain insurance, and the MHU is damaged or destroyed by a future declared event, the Purchaser will not be eligible for FEMA assistance.
7. Any repairs necessary to make the unit habitable were completed prior to the sale of the unit. There are no implied warranties of any kind. No expressed warranties and no representations, promises or statements have been made by FEMA or its agent. FEMA will provide no maintenance or repairs to the MHU after the execution of this document.
8. Purchaser has received a completed SF-97 "The United States Government Certificate to Obtain Title to a Vehicle", which constitutes transfer of title for the MHU to the Purchaser and closing of the purchase transaction.
9. Upon completion of sale, the Purchaser and all members housed under the Purchaser's FEMA registration are no longer eligible for FEMA Temporary Housing Assistance for FEMA-DR-\_\_\_\_\_.
10. This acknowledgement contains the final and entire agreement between the Purchaser and FEMA and the parties shall not be bound by any conditions, statements, representations (oral or written), not contained herein. Any modifications or amendments to this document must be in writing.
11. This Acknowledgement of Conditions of Sale shall be interpreted under Federal Law.
12. Purchaser represents that he/she has not knowingly or willfully falsified, or made any false, fictitious, or fraudulent statements or representations concerning the purchase and placement of this MHU and that he/she is aware that criminal penalties may be imposed for such statements or representations.

**By signing this agreement, I, the Applicant, have read the terms of this agreement in its entirety, and acknowledge and agree to comply with the requirements stated herein. As the Applicant, I am signing this form on behalf of all members of my household listed above as Authorized Users.**

Purchaser	Date	Co-Purchaser	Date
FEMA Sales Representative	Date	FEMA Approving Official	Date

**To Be Completed By FEMA Sales Lead**

Purchaser has shown me copies of:	
Documentation of acceptable alternate location or assumption of pad lease and proof of ability to move the MHU.	Initial
Copies of permits or completed inspections required by state or local government for sale and siting of the MHU.	Initial
Purchaser has initialed that they will obtain and maintain hazard and flood insurance for the MHU.	Initial