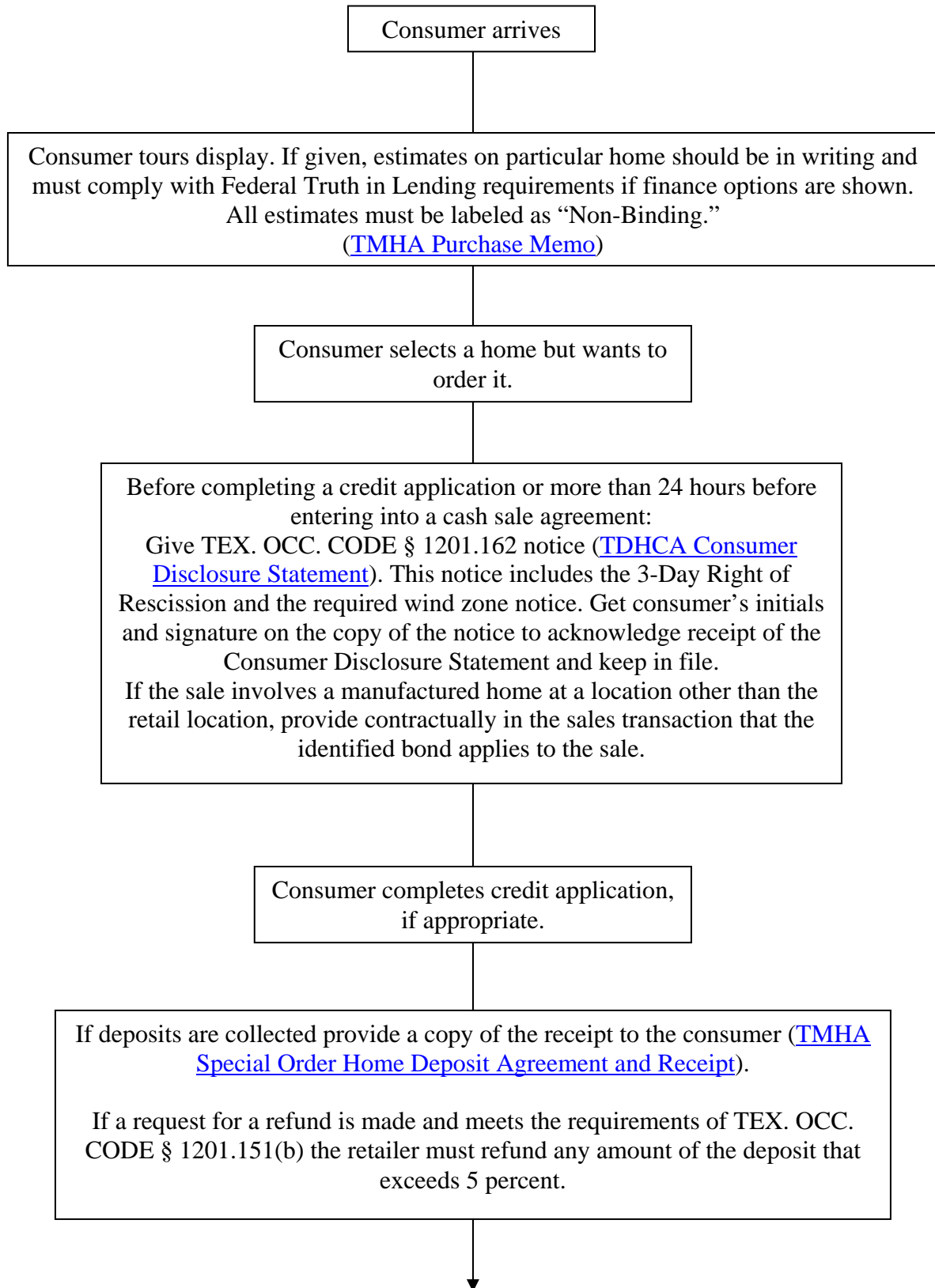


## FLOW CHART FOR SPECIAL ORDER HOME SALES



Prior to entering into any sales agreement give:  
TEX. OCC. CODE § 1201.153 Formaldehyde Health Notice ([TDHCA Formaldehyde Notice](#)); get consumer's signature and the date on the copy of the Formaldehyde Notice to acknowledge receipt.

Consumer must also sign an additional HUD installation disclosure ([HUD Required Installation Program Disclosure to Consumer](#)).

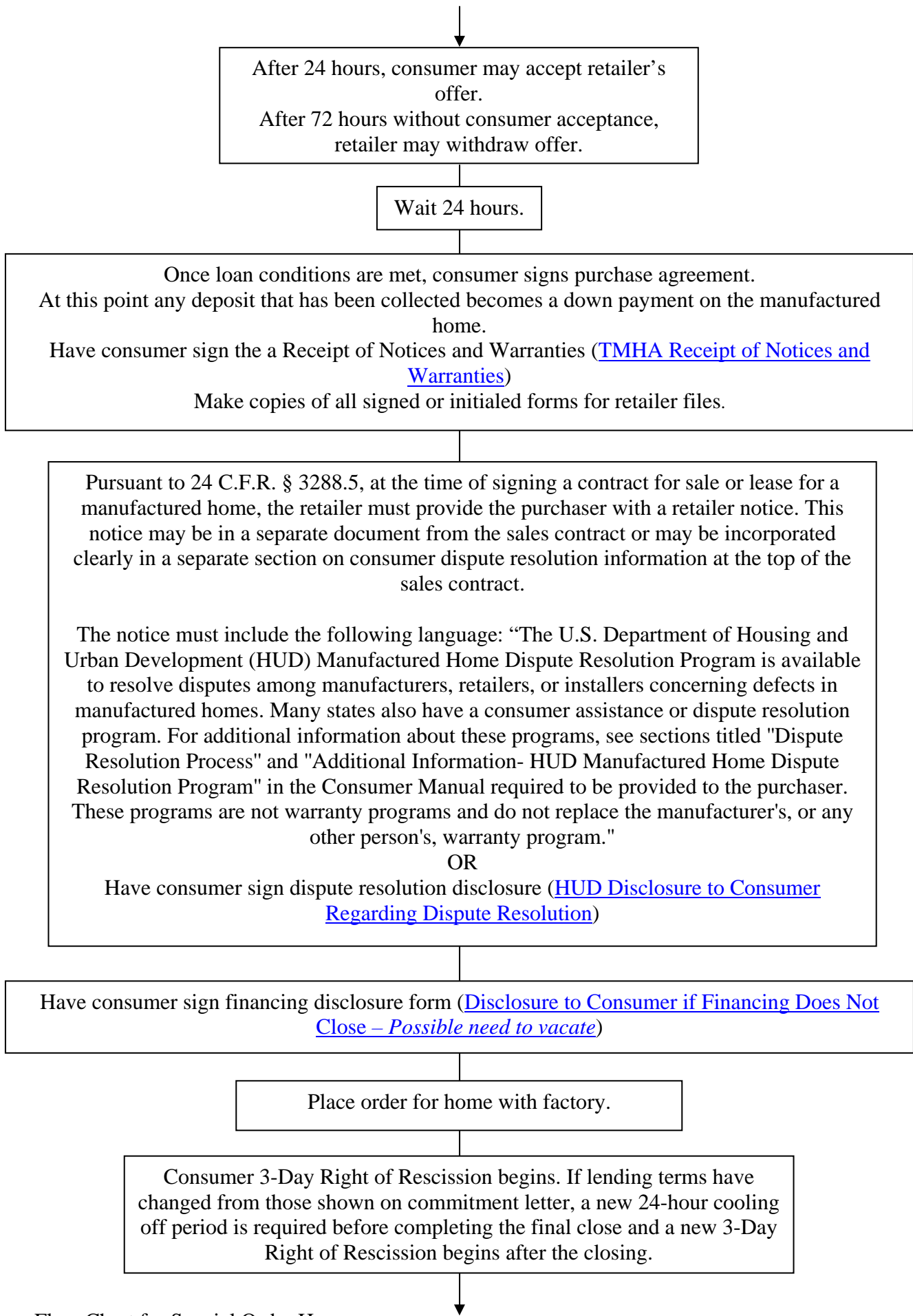
When applicable, ensure the Third Party Closer Form is completed and sent to lender or appropriate third party. ([TDHCA Instructions to Third Party Closer](#)) Maintain a signed and dated copy in the file.

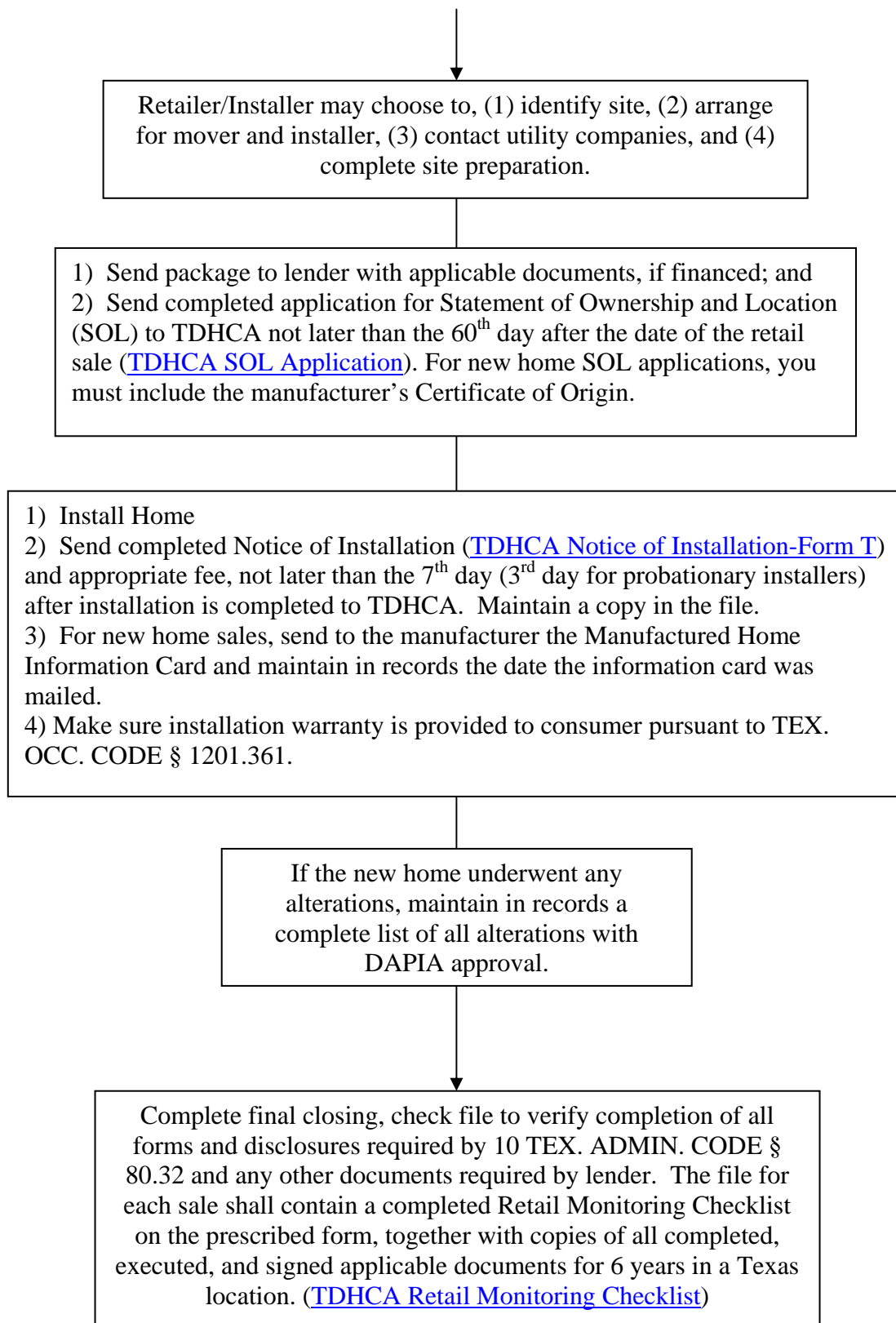
1) Over 24 hours after notice is given pursuant to TEX. OCC. CODE § 1201.162, the retailer provides consumer with the retailer signed contract ([TMHA Retail Installment Sales Contract Security Agreement and Disclosure Statement](#)) and the Lender's Loan Commitment Letter if applicable;

If the sale involves a manufactured home at a location other than the retail location, provide contractually in the sales transaction that the identified bond applies to the sale

2) Give customer a copy of:

- i.) the manufacturer's warranty pursuant to TEX. OCC. CODE § 1201.351;
- ii.) the retailer's warranty pursuant to TEX. OCC. CODE § 1201.352 ([TMHA Retailer Limited Warranty of New Home Installation](#));
- iii.) the warranties given by the manufacturers of appliances or equipment included with the home;
  - a) If A/C is installed, provide notice of air conditioning installation as provided on the installation checklist. ([TDHCA Installation Checklist](#))
- iv.) the name and address of the manufacturer or retailer to whom the consumer is to give notice of a warranty service request;
- v.) the Consumer Insulation Information ([TMHA Consumer Insulation Information](#))





**PLEASE NOTE: All documents signed by consumer must be dated and the original or a copy must be kept in the file for no less than six years after the date of sale.**