



CLIENT ASSESSMENT CHECKLIST

IS A FACTORY-BUILT HOME RIGHT FOR YOU?

Next Step Network's **client assessment checklist** will help you evaluate your client's readiness to purchase and finance a new, factory-built home.

REVIEWING BUDGET AND CREDIT

Owning a home is part of the American blueprint for wealth creation and prosperity. We can get you there.

- What kind of homes have you lived in?
- What are your financial goals when owning a factory-built home?
- Lenders will approve a mortgage if housing costs add up to **30%** of your overall income.

List your income below:

List your monthly housing budget.

Consider warranties, taxes, insurance, maintenance, down payment and closing costs.

Here is a list of resources to help financially prepare to purchase a factory-built home:

- Fannie Mae
- Freddie Mac
- Federal Housing Administration
- CFPB Consumer Financial Protection Bureau

List your must-haves for your home.

How much have you saved for a down payment?

Some may be as low as 3% but interest rates may be higher.

There are two types of loans: land-home (mortgage) and home-only (chattel). Include FBH Counselor Guide and Loan Comparison Worksheet.

Have you been pre-approved for a loan?

[SmartMH Lender List](#)

Yes

No. You may qualify for down payment and closing cost assistance. Are you aware of Next Step's down payment assistance tool, [Down Payment Seeker](#)?

Discuss the benefits of owning a factory-built home.

- Affordability — Energy-efficient, lower utility costs
- Affordability — Building costs
- Safety and durability
- Move-in ready
- Customization

Discuss the costs of building a factory-built home.

- Leveling the site \$ _____ — _____
- Building a foundation \$ _____ — _____
- Installing running water and electricity, etc. \$ _____ — _____
- Next Step: Installation checklist

Discuss the process of purchasing a factory-built home.

Do you plan to place the home on **private** land?

Do you own the land already? List the address.

Do you plan to place the home in a **land-leased** community?

Name the community. _____

Do you know the legal restrictions in this community? (Some amenities may not be offered or permitted). _____

Do you plan to **purchase an existing factory-built home already placed on land**?

Consider negotiations, warranties, established insurance, community and type of loan.

ASSISTING WITH HOME SELECTION

- If client has concerns about factory-built homes, be sure to address them: Refer to the fact sheet.
- Provide client with the **Next Step's Factory-Built Housing: A Consumer Interest Guide**.
- Provide client with the Next Step resource sheet, **Top 10 Things to Know about working with a factory-built home Retailer**.
- Review the Prospective Land Lease Communities and the Private Property Sites documents with the client.