

**PLEASE READ AND FOLLOW THE INSTRUCTIONS FOR THE MODULAR HOME  
PROPERTY LOCATOR/CERTIFICATE OF INSTALLATION FORM**

**RETAILER/DEVELOPER/MODULAR CONTRACTOR:** To ensure compliance with Regulation ME-2007-3 and Miss. Code Ann. § Section 75-49-9(2), it shall be the responsibility of each **Retailer/Developer/Modular Contractor** to submit a legible and properly completed **Modular Home Property Locator/Certificate of Installation, signed by the Retailer/Developer/Modular Contractor and the installer/transporter** to the Factory-Built Home Division of the State Fire Marshal's Office for **all** modular homes **within seventy-two (72) hours (3 days) of the installation of the home** during regular business hours.

**The Retailer/Developer/Modular Contractor is required to provide the following with the locator form:**

- a. Request in writing a serial numbered **Installation Decal** from the Factory-Built Home Division of the State Fire Marshal's Office **prior to the home being delivered to the site.**
- b. Attach a copy of the **Installer's Certification from the Manufacturer** to the Modular Home Property Locator/Certificate of Installation form.
- c. Attach a **photocopy or clear photograph of the Modular Data Plate,** located inside the home, to the Modular Home Property Locator/Certificate of Installation form.
- d. Upon completion of the home installation, the installer is required to fill out the required information on the Decal, install the Decal near the electrical panel box, photograph the installed Decal and email the photograph to [manhousing@mid.ms.gov](mailto:manhousing@mid.ms.gov)

**INSTALLER/TRANSPORTER:** To ensure compliance with Regulation ME-2007-3 and Miss. Code Ann. § Section 75-49-9(2), it shall be the responsibility of each **Installer/transporter** to submit a legible and properly completed **Modular Home Property Locator/Certificate of Installation** form and a **photograph of the Modular Data Plate,** located inside the home, to the Factory-Built Home Division of the State Fire Marshal's Office **for all Secondary Installations** of factory-built, modular homes **within seventy-two (72) hours (3 days) of the installation of home** during regular business hours.

**The Installer/Transporter is required to provide the following with the locator form:**

- a. Request in writing a serial numbered **Installation Decal** from the Factory-Built Home Division of the State Fire Marshal's Office **prior to the home being delivered to the site.**
- b. Attach a **photocopy or clear photograph of the Modular Data Plate,** located inside the home, to the Modular Home Property Locator/Certificate of Installation form.
- c. Upon completion of the home installation, the installer is required to fill out the required information on the Decal, install the Decal near the electrical panel box, photograph the installed Decal and email the photograph to [manhousing@mid.ms.gov](mailto:manhousing@mid.ms.gov)

To e-mail a scanned copy of the properly completed and signed Modular Home Property Locator/Certificate of Installation, and Decal photograph, please use the following address:

[manhousing@mid.ms.gov](mailto:manhousing@mid.ms.gov)

State of Mississippi Fire Marshal's Office  
Factory-Built Home Division  
239 N., Lamar Street, Suite 101

Jackson, MS 39201  
Fax #: (601) 359-1076 or e-mail: [manhousing@mid.ms.gov](mailto:manhousing@mid.ms.gov)

**MODULAR HOME PROPERTY LOCATOR/ CERTIFICATE OF INSTALLATION**

Revised 8/2017

Retailer/Developer/Modular Contractor Name: \_\_\_\_\_

License No.: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_  
Phone No: \_\_\_\_\_  
Fax No.: \_\_\_\_\_  
Email (if available): \_\_\_\_\_

☐ Secondary Installation

Consumer's Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_  
Phone No: \_\_\_\_\_  
County Where Home is Located: \_\_\_\_\_  
Date of Installation: \_\_\_\_\_

Installers Name: \_\_\_\_\_  
License No.: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_  
Phone No: \_\_\_\_\_  
Fax No.: \_\_\_\_\_  
Email (if available): \_\_\_\_\_

☐ Certified Installer (**Attach Copy of Manufacturer Certificate**)

Serial #: \_\_\_\_\_  
Wind Zone: \_\_\_\_\_ Unit Size: \_\_\_\_\_  
☐ New Home ☐ Single wide ☐ Double wide  
☐ Used Home ☐ Triple wide: Other: \_\_\_\_\_  
Model: \_\_\_\_\_ Year: \_\_\_\_\_  
Manufacturer: \_\_\_\_\_  
Installation Decal #: \_\_\_\_\_

☐ Hunting/Fishing Camp\* ☐ Storage\* (**\* If checked: Requires Affidavit of Homeowner Statement attached to this form**)

**FLOOD ZONE:** ☐ Home is not in a flood zone ☐ Home is in a flood zone ☐ FEMA Engineered foundation drawing attached

**SITE PREPARATION BY:** ☐ Contractor ☐ Homeowner/Landowner ☐ Installer/Transporter ☐ Retailer/Developer

**TYPE OF PAN FOUNDATION SYSTEM:** ☐ Oliver ☐ Tie Down ☐ Minute Man ☐ Other: \_\_\_\_\_

**VAPOR BARRIER:** ☐ Used Home – Advised Homeowner that Installation Recommended ☐ New Home- Installation Required

**TYPE OF FOUNDATION:** ☐ Off-frame (Engineer Designed) ☐ On-Frame (Block Foundation with Tie Downs/Anchors)

**SOIL DENSITY RESULTS:** \_\_\_\_\_

**Soil Classification Test Probe Information (Installer only):**

Soil test probe reading (ft-lbs): \_\_\_\_\_ Soil test probe reading (ft-lbs): \_\_\_\_\_  
Depth of Probe for reading (ft): \_\_\_\_\_ Depth of Probe for reading (ft): \_\_\_\_\_  
(Right front) (Left front) (Right rear) (Left rear)

Soil test probe reading (ft-lbs): \_\_\_\_\_  
Depth of Probe for reading (ft): \_\_\_\_\_  
(Front Center) (Rear center) Class of anchor used\*\*: \_\_\_\_\_  
(\*\*) **If no soil tests were conducted C4 anchors shall be installed.**

I HEREBY CERTIFY THAT THIS HOME IS INSTALLED ACCORDING TO THE MANUFACTURER'S SPECIFICATIONS OR, IF A USED HOME, ACCORDING TO ME-2007-3, AS AMENDED AND IS READY FOR INSPECTION ON THIS DATE:

\_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_.

☐ Retailer/Developer ☐ Modular Contractor (Print Name) \_\_\_\_\_ (Signature)

Installer (Print Name) \_\_\_\_\_ (Signature)

Whoever fails to comply with an order issued by the State Fire Marshal's Office under the provisions of "The Uniform Standards Code for Factory-Built Homes Law" (ME-2007-3) Section 75-49-19, Mississippi Code 1972, Annotated, shall be subject to penalties as described by law.

Date Inspected: \_\_\_\_\_ Fire Marshal's Signature: \_\_\_\_\_

**DIRECTIONS TO HOME:** Directions must start from a known (be specific) starting point so that the Inspector may proceed to the location of the manufactured home. For example, use route # and pertinent street and road names. Use left, right and preferably compass directions, (North, South, East, West). Refrain from the use of such landmarks as dealerships, vehicles, and service stations, as they are subject to name changes and physical relocation.

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