

# NEW HOME PLANNING KIT

**LEECORP HOMES** has over 30 years of experience in offering not only new manufactured and modular homes to first time manufactured homebuyers, but also assisting customers in replacing existing homes. We have been fortunate to have many repeat customers over the years and have a strong tradition of integrity and personal service. We hope this planning guide will assist you in the pursuit of a new manufactured or modular home.

## STEP ONE

**SELECTION OF COMMUNITY AND/OR HOMESITE** Southwest Florida has a large selection of manufactured home communities. The type of community will be an important consideration as you decide which one is best for you. We will provide you with as much information as possible, so that you can make an informed decision. Three basic community types, plus private property are available.

**RESIDENT-OWNED PARKS** You own the homesite within the community. These homesites are considered real property and qualify for the Homestead Exemption, if your primary residence is Florida. Common fees and monthly maintenance fees vary based on each community. These fees typically include water, sewer, garbage pick-up and lawn care. Some may also include basic cable.

**COOPERATIVE OWNED PARKS** You own a “share” of ownership in the park. For example, if the park consists of 300 homesites, there are 300 owners, each given 1/300<sup>th</sup> of a share of ownership. A proprietary lease gives each owner the right to place a manufactured home on their homesite. This is considered real estate and thus qualifies the owner for the Homestead Exemption, if applicable. Typically, similar monthly fees apply as in resident-owned parks.

**RENTAL/LEASED COMMUNITIES** You lease the site that your home is placed on. The monthly rental fee generally ranges from \$300 to upwards of \$500 per month, depending on the park’s amenities and services included. Because it is a leased community, you pay no real estate taxes. Depending on the county, you may pay a personal property tax of \$100 to \$300 per year.

**PRIVATE PROPERTY** If you own a private lot outside of a manufactured home community, you may not be able to place a manufactured home on that lot. A lot must be zoned specifically for manufactured/mobile homes. We will assist you in determining if your lot is appropriate for a manufactured home. If your lot is zoned residential, you will need to order a modular home.

## STEP TWO

**SITE PLANS** Prior to purchasing/leasing a homesite, it is recommended you consult with us to insure the homesite is appropriate for your needs. Upon selection of your homesite, a site plan drawing will then be prepared. We will personally inspect and measure your homesite and utilize your survey to accommodate your needs, researching the requirements of your park and the county to determine the setbacks and home

placement for your particular homesite. You will be advised of the size home that would best fit your lot. The drawing will show you where and how the home can be placed on the homesite, taking into consideration all park and county requirements.

## STEP THREE

**CUSTOMIZING YOUR FLOORPLAN** Once you know the size of the home that will fit on your homesite, you can select from the many floorplans available from Jacobsen Homes. They have over 90 floorplans, of varying sizes, or you may choose to design your own home from scratch.

**DELORO COTTAGE PARK MODELS** range from 12' x 41'4" to 13'4" x 42'4" with an attached porch. These Cottages are designed for RV Park lots.

**SINGLE-WIDE MANUFACTURED HOMES** are 14' and 16' single-wide manufactured homes up to 68' long.

**DOUBLE-WIDE MANUFACTURED HOMES** range from 20' to 32' widths, with lengths up to 68'.

**TRIPLE-WIDE MANUFACTURED HOMES**, along with off-sets, are also available. These homes range from two to four bedrooms, and from under 1,000 sq. ft. to over 2,000 sq. ft.

All manufactured home plans can be built to modular standards. We, along with Jacobsen, love a challenge. Bring us your ideas and if at all possible, we will make it happen! And, now the fun begins...

## STEP FOUR

**DESIGNING YOUR HOME** One of our sales specialists will meet with you to discuss what options you would like your new manufactured or modular home to include. Using the floorplan you have chosen, you will select the options that best meet your needs. Since Jacobsen Homes is a custom builder, you will be choosing: appliance packages, cabinets (standard or custom), cabinet hardware, flooring (ceramic & subway tile, vinyl, laminate, carpet), countertops (Formica, Corian, granite, quartz) and backsplashes (ceramic or glass deco), paint colors, exterior features, and many other options. Your Sales Specialist will spend as much time with you as necessary to assure you are happy with the options you have chosen. Jacobsen's engineering staff will provide a drawing of your new home for you to review and approve.

## STEP FIVE

**PRICING YOUR HOME** Once your floorplan and options are finalized, we can provide you with a detailed quote. LeeCorp Homes provides turnkey pricing. It includes your home customized to your specifications, permitting, delivery to your lot, set-up, plumbing hook-up, electrical service hook-up, tile/carpet installation, air conditioning/heating unit, skirting and steps. Items that can be quoted separately and become part of your final contract include: special homesite preparations such as excavation, rough grade, fill dirt, sod and irrigation systems, removal of existing home and concrete. Our goal is to provide you with a complete, turn-key package.

## STEP SIX

**DESIGNING YOUR EXTERIOR PACKAGE** Using the site plan showing the placement of your new home, we can then design an exterior package. Manufactured home parks typically require a home to be completed with an exterior package. Our exterior packages can include carports and garages, screen rooms, porches, custom skirting, steps and walkways, concrete, sheds and gutters. We also specialize in Motor Ports for RVs. After you have given final approval of your exterior package, you will be provided with a quote, which becomes part of your contract for your new manufactured/modular home.

## STEP SEVEN

**SALES CONTRACT** You have finalized your plans for your new home with an exterior package; we are ready to go to contract. If you require financing, we have several sources we can provide you with. A Sales Contract is drawn up and agreed upon and the down payment is made. We now begin the process of ordering your new home from Jacobsen Homes. Unless the home is financed, in addition to the down payment, a deposit is made upon delivery of the home to your homesite, with the remaining balance due at closing, prior to occupancy. Soon after the signing of your Sales Contract, LeeCorp Homes will provide you with a Homeowner's Reference Guide. This guide will walk you through the delivery of your new home, the completion process and your ultimate move-in. It provides you with contact phone numbers for utilities, along with helpful insurance information. It also outlines the extensive warranty provided by Jacobsen Homes, plus informative material regarding the process of registration and title of your new home with the State of Florida, which we will handle once the forms are signed.

## STEP EIGHT

**DELIVERY OF YOUR NEW HOME** Your assigned project manager is on-site when your home is delivered and oversees all work done on your home. Once the home is delivered, the installation process begins. The home is set, blocked and anchored. Jacobsen reps will arrive to do the necessary on-site work such as tape and texturing, and laying ceramic tile. Individual contractors are scheduled to connect the plumbing, electrical, air conditioning and other items. Inspections will be requested by LeeCorp Homes at each appropriate stage.

We handle all permitting applications, requests for surveys and inspections. For manufactured homes, we will also handle the title and registration process with the State of Florida for your new home. We will be your liaison with Jacobsen Homes for any warranty issues. Our construction coordinator will handle these for you.

Their goal, along with your Sales Specialist, is to provide you with a quality home that meets all of your expectations.

## STEP NINE

**COMPLETION PROCESS** We will provide you with contact information to set up your account(s) with the local utility company. By now, you should, also, have made arrangements for your insurance coverage.

We have a list of insurance companies that specialize in manufactured/modular homes and will happily share that with you. LeeCorp Homes provides coverage on your home prior to closing. That insurance does not cover any of your personal possessions, which is another reason it is important nothing be moved into the home prior to closing.

## **STEP TEN**

**CLOSING** After your home has been completed, all inspections have passed and a Certificate of Occupancy issued, you are ready to close on your new home.

At the time of closing, you will be provided with information concerning the warranties specific to your new home. LeeCorp Homes will notify Jacobsen of your closing and your warranties will begin. We will provide you with a 30- and a 90-day inspection form, which you need to complete and return back to LeeCorp. LeeCorp will then contact the factory to schedule any necessary repairs. LeeCorp will be your liaison with the factory.

## **STEP ELEVEN**

**TITLE & REGISTRATION OF YOUR NEW HOME** You will be requested to sign Title Applications and a Title Information Sheet for your new home. A copy of your driver's license(s) will also be required.

Once the home has closed, either LeeCorp Homes or, if using one, your Title Company will process the title applications. When the forms and stickers are received from the county, we will send them to you. Your home Title will come directly to you from the State of Florida, unless you have financed the home. In that case, the lender will hold the Title until the loan is paid off.

**WHAT YOU CAN EXPECT FROM LEECORP HOMES** You can count on us for individual attention from start to finish. We will do our very best to help you design the home of your dreams. Your sales specialist will be your key contact throughout the entire process. One of our experienced project managers will be assigned to your home from the day you sign your contract. They will work with your park to make sure all the requirements are being met and the work is progressing in a timely, quality manner.

**FAMILY-OWNED SINCE 1983,  
WE ARE NOT JUST BUILDING HOMES,  
WE ARE BUILDING RELATIONSHIPS!**



**[www.LeeCorpHomes.com](http://www.LeeCorpHomes.com)**