



PARK PURCHASE ANALYSIS

Directions: Fill out each question as completely as possible.

1

GENERAL INFORMATION

Name of Park: _____

Address of Park: _____

City and County: _____

Contact Person for this Analysis: _____

Name: _____

Address: _____

Telephone: _____

E-mail Address: _____

2

HOMEOWNER ASSOCIATION DATA

1. Do you have an incorporated homeowners association? Yes No

2. Date of incorporation: _____

3. Is it a For Profit or Not For Profit corporation?

4. Do you have the originals or copies of the written consents signed by at least two thirds of the mobile home owners in the park consenting to incorporation?

Yes No

5. Have you notified the park owner of your incorporation pursuant to F.S. 723.076(1) by certified mail?

Yes No

6. Has your association filed a notice of its right to purchase the park with the clerk of the circuit court in your county pursuant to F.S. 723.076(3)?

Yes No

7. Has a copy of the right to purchase been provided to the park owner by certified mail?

Yes No

8. When did the association last poll the membership to determine the interest level of the residents in purchasing the park? _____

Please provide the number and the percentage of residents who were interested at that time and the information (proposed purchase price, share price, etc.) upon which they based their decision.

9. On a separate sheet please provide names, addresses, and telephone numbers of:

- Homeowner Association Board of Directors
- Homeowner Association Officers
- Acquisition Committee Members
- Finance Committee Members

10. Please provide a copy of these documents:

- Original list signed by residents consenting to incorporation of homeowner association
- Homeowner Association Articles of Incorporation and Bylaws
- Proof of notification of incorporation of homeowner association to park owner
- Proof of recording notice to purchase with clerk's office
- Proof that the park owner was delivered a copy of the recorded notice

3

GENERAL PARK INFORMATION

1. Is the park located in a city or is it in an unincorporated area of the county?

City Unincorporated Area of County

2. Total number of lots in park? _____

3. Number of occupied lots in park? _____

4. **LOTS:**

Are there undeveloped lots or phases in the mobile home park? Yes No

If yes, describe. _____

5. Does the park have waterfront or golf course lots? Yes No

If yes, what type and the number of each type? (For example: lake front, gulf front, canal front, ocean front, golf course lots, or other variations in lots.) _____

6. **LEASES:**

Check the type of leases that you have, then fill in the blank with the number of homeowners who have each type.

Lifetime _____

1 year _____

Multi-year (Describe the length of lease and the number of homeowners with that lease.)

Please attach a representative copy of the terms of the lease in your park. If there are several types of leases containing different terms, a copy of each type will need to be provided.

Check here to indicate that copy of lease is attached.

7. **RENTS:**

What is the base rent for each type of lease described above?

	<u>Lifetime</u>	<u>1-year</u>	<u>Multi-year</u>
Regular lot	_____	_____	_____
Corner lot	_____	_____	_____
Waterfront	_____	_____	_____
Other	_____	_____	_____

Do all leases receive increases on same date? Yes No

If no, please describe. _____

When is the next rent increase expected? _____

What is amount of next increase, if known? _____

8. What is included in the rent? If not included, please state the amount residents pay.

	<u>Included in Rent</u>	<u>Not Included / Amount Residents Pay</u>
Sewer	_____	_____
Water	_____	_____
Trash	_____	_____
Lawn Care	_____	_____
Cable TV	_____	_____
Other (describe)	_____	

9. Do you have real estate tax pass-ons or utility pass-ons in addition to the base rent? Yes No

If yes, please describe what type. _____

14. Is maintenance conducted by park employees or separate contractors for maintenance of lawns, clubhouse, common areas, golf courses, lakes, etc. Please describe for all maintenance in park. *(please print clearly)*

15. UTILITIES AND SERVICES:

What company or municipality owns or provides the following to your park? Please note if companies are owned by the park owner.

Water	_____
Sewer	_____
Trash removal	_____
Electric	_____
Telephone	_____
Gas	_____
Cable TV or central antenna	_____
Fire & Ambulance	_____
Other	_____

16. What are the city/county requirements for future water and sewer hookup, if your park is not presently hooked up to a municipal or county wide system? _____

17. Does the city/county have estimated assessments for impact fees, hookup fees and direct costs for capital improvements for hookup to your park? _____

18. What is the zoning classification of your park? _____

Note: This information can be obtained from the city zoning department if park is located within city limits or from county zoning department if park is in an unincorporated area.

Note: There could be more than one zoning classification if the property also has commercial or other uses on the same property. Please list all zoning classifications and the park property subject to each classification.

1. Park Owner Name: _____

Address: _____

Telephone: _____

Contact Person/Park Manager Name: _____

Telephone: _____

2. When did the current park owner purchase the park? _____

Purchase price? _____

3. What is the current assessed value of your park?

Real Estate _____ Improvements _____

Note: All of this information can be obtained from the office of your county property appraiser. You should personally visit the office where, for a nominal fee, you can obtain copies of the property appraiser's evaluation of the park and its improvements.

4. Is there an outstanding mortgage owed on the property? Yes No

If yes, what is the amount, if known, and to whom payable? _____

5. Is the mortgage assumable? Yes No

Note: If you do not know information regarding mortgages owed on the property, you should be able to get the information by visiting the Official Records Department of the Clerk of the Circuit Court in your county. They can assist you in determining whether there is a mortgage due on the property and the original amount of that mortgage.

6. Please attach all information regarding the park owner's income and expenses that you have in your possession or can obtain.

Note: This could be information you obtained in rent negotiations or from other sources. Please list all the information that you have or provide copies of current information and the source of the information.

Check here to indicate information is attached.

7. Has the park owner ever offered to sell the park to the residents? Yes No

If yes, describe date, price, etc. _____

8. Have the residents ever made an offer to purchase the park? Yes No
Please give details and attach any written offers.

5

MISCELLANEOUS

1. Does the park claim to be Housing for Older Persons entitled to an exemption from the Fair Housing law (an over-55 community)?
 Yes No

2. Describe any liens, defects, encroachments, or zoning, environmental or other governmental violations or pending litigation that might affect the purchase or purchase price of the park.

3. Describe any characteristics of the area, park property, or amenities that might enhance the value of the park.

4. If you are aware of any sales, list any mobile home parks in your area that have sold in the past three years and the purchase price of each.

5. Please attach a copy of the prospectus(es) or amended prospectus(es) that are in effect in your park, and list how many lots are subject to each prospectus.

Check here to indicate prospectus is attached.

6. Have you made any contact or had any meetings with banks regarding purchase of your park?

Yes

No

If yes, please provide the bank name, location, and contact person. _____

7. Does your association use an accountant or CPA to assist in financial matters?

Yes

No

If yes, please provide the name, address and telephone number. _____

8. If there is any additional information that you feel would assist us in evaluating your community, attach to this form.

6

DOCUMENT CHECKLIST

A COPY OF EACH OF THE FOLLOWING DOCUMENTS MUST BE PROVIDED WITH THE PARK PURCHASE ANALYSIS FORM.

1. Homeowners Association's Articles of Incorporation and Bylaws
2. Proof of Notification of Incorporation to park owner
3. Proof of recording Notice to Purchase
4. Proof that park owner was delivered a copy of recorded Notice to Purchase
5. Representative copy(ies) of terms of lease(s) existing in park
6. Copy of property appraiser's evaluation of park and its improvements
7. Documents or written information regarding park income and expenses
8. Any written offers to purchase the mobile home park
9. Prospectus (or prospectuses, if there is more than one)
10. Names, addresses and telephone numbers of Homeowners Association Board of Directors, Acquisition and Finance Committee members
11. If applicable, any evidence that the park is an over 55 community exempt from the fair housing law.