

A Guide for Selling and Buying a Manufactured Home in Boulder, Colorado

Section 1.

Are you...

	Yes	No
Selling your manufactured home?		
Buying a manufactured home?		
A Realtor ® who works with buyers and sellers of manufactured homes?		
A property manager in a manufactured home community?		

Section 2.

Is the home located in a manufactured home community (“mobile home park”) in Boulder?

	Yes	No
Boulder Meadows		
Mapleton		
Orchard Grove		
Ponderosa		
Vista Village		

If you answered “Yes” in Section 1 *and* Section 2, then this guide is for you.

Local Laws in Boulder

The State of Colorado regulates much about manufactured housing and manufactured home communities, but the City of Boulder also enforces building safety, zoning and use standards and some landlord-tenant issues in these communities. Buying and selling manufactured homes is regulated by the city. This guide is organized as a checklist and procedure for purchasing and selling these homes. It walks the **Home seller**, **Homebuyer** and **Park staff** through the process based on city regulations.

Manufactured Home Buying and Selling Procedure and Checklist

CHECK LIST ✓	WHO?	STEPS	REQUIRED TIMING?
PREPARING HOME FOR SALE (Continued on next page)			
<input type="checkbox"/>	Home seller	1. Pre-1976 home? Get it inspected. If your home was built prior to June 15, 1976 ¹ , you must have it inspected according to the City of Boulder’s Baseline Inspection Checklist ^{2,3,4}	—
<input type="checkbox"/>	Home seller	2. Notify community manager. Notify the park manager of your intent to Sell your home. ⁵	— Date Notice Given: _____
<input type="checkbox"/>	Park staff	3. Complete exterior inspection. If the park requires an exterior inspection, the park manager must inspect the outside of the home and the lot within five business days. ⁶	5 business days ⁷ Inspection Date: _____

¹ Homes built after June 15, 1976 are subject to health and safety standards established by the United States Department of Housing and Human Services (“HUD safety standards”). Those built before that date were not.

² For more information on the Baseline Inspection Checklist, including the forms and a list of inspectors and to better understand what will be inspected, go to the Neighborhood Services Mobile Home Parks: Resources webpage at <https://bouldercolorado.gov/neighborhood-services/mobile-home-parks-resources>

³ The baseline inspection cannot be performed more than six months prior to the sales date. If more than six months passes, you must have it reinspected.

⁴ This report is like an inspection report a homebuyer would have completed when buying a home in a traditional real estate transaction. You are required to provide the inspection to the buyer, but you and the buyer can decide what you will repair and what they can repair. The inspection ensures the buyer is aware of the condition of the home when they purchase it.

⁵ Some communities require you to complete an Intent to Sell form or provide other written notice.

⁶ Park managers cannot require an inspection or inspection report for the interior of your home.

⁷ Definition of “Business Day” in Colorado (C.R.S. §6-1-102): any calendar day except Sunday, New Year’s Day, the third Monday in January observed as the birthday of Dr. Martin Luther King, Jr., Washington-Lincoln Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans' Day, Thanksgiving, and Christmas.

CHECK LIST ✓	WHO?	STEPS	REQUIRED TIMING?
PREPARING HOME FOR SALE (Continued on next page)			
<input type="checkbox"/>	Park staff	<p>4. Home seller and home buyer notices. The park manager has five business days from the date of the inspection to provide the home seller with this notice:⁸ You have notified us of your intent to sell your mobile home. In the City of Boulder, mobile home sellers have certain rights and responsibilities. For information, please refer to the following resources:</p> <p>(1) Boulder Revised Code Section 10-12-25 – Limitation on the Prohibition Sales of Mobile Homes;</p> <p>(2) Boulder Revised Code Section 10-12-26 – Limitation on Required Upgrades to Existing Mobile Homes; and</p> <p>(3) The city housing webpage: https://bouldercolorado.gov/neighborhood-services/mobile-home-parks-resources .</p>	5 business days Date provided: _____
<input type="checkbox"/>	Park staff	<p>5. Written Notice of Repairs and Improvements. The park manager has five business days from the date of the inspection to provide the home seller with a clear, specific and complete list of repairs and improvements required for the home sale.⁹</p>	5 business days Date provided: _____

⁸ The park manager must include the following notice with the notice to home sellers and home buyers:

To:
 From:
 Date:
 Regarding: Language Supports Available

You have been served with an important legal notice by your Mobile Home Park landlord. If you do not speak English and need assistance reading and understanding the attached notice, the City of Boulder will provide you with assistance. Please contact the City of Boulder Language Access Program immediately for interpretation or translation assistance.

⁹ If the notice of required repairs and improvements is not received by the home seller within five (5) business days, then no repairs may be required, except as noted on #6.

CHECK LIST ✓	WHO?	STEPS	REQUIRED TIMING?									
PREPARING HOME FOR SALE												
<input type="checkbox"/>	Home seller and Homebuyer	6. Request reinspection or transfer responsibility to homebuyer. The home seller must either... <ul style="list-style-type: none"> a. Complete the listed repairs and request that the park manager reinspect their lot <u>or</u> b. Agree with the homebuyer that they will perform one or more repairs or improvements. If the buyer agrees to perform the required repairs, the seller must provide the buyer's written assumption of responsibility for any or all repairs and improvements to the park manager. 	_____									
<input type="checkbox"/>	Park staff	7. Reinspection. After the initial inspection, the park manager will have three (3) business days to perform requested reinspection(s). <table border="1" data-bbox="548 894 1214 1203" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th data-bbox="548 894 773 936">1.</th> <th data-bbox="773 894 997 936">2.</th> <th data-bbox="997 894 1214 936">3.</th> </tr> </thead> <tbody> <tr> <td data-bbox="548 936 773 1068"> Reinspection Request Date: _____ </td> <td data-bbox="773 936 997 1068"> Reinspection Request Date: _____ </td> <td data-bbox="997 936 1214 1068"> Reinspection Request Date: _____ </td> </tr> <tr> <td data-bbox="548 1068 773 1203"> Reinspected on: _____ </td> <td data-bbox="773 1068 997 1203"> Reinspected on: _____ </td> <td data-bbox="997 1068 1214 1203"> Reinspected on: _____ </td> </tr> </tbody> </table>	1.	2.	3.	Reinspection Request Date: _____	Reinspection Request Date: _____	Reinspection Request Date: _____	Reinspected on: _____	Reinspected on: _____	Reinspected on: _____	3 business days
1.	2.	3.										
Reinspection Request Date: _____	Reinspection Request Date: _____	Reinspection Request Date: _____										
Reinspected on: _____	Reinspected on: _____	Reinspected on: _____										
<input type="checkbox"/> (If necessary)	Park staff	8. Updates to the notice of required repairs and improvements. Park staff may only update the notice of required repairs and improvements under the following conditions: <ul style="list-style-type: none"> • If the home has not yet sold and the previous inspection is more than six (6) months old; • If the home is taken off the for-sale market by the owner, then put up for sale later; • When health or safety issues emerge on the lot or related to the home's exterior; or • When the park, city or county adopts new rules or regulations. 	_____									

CHECK LIST ✓	WHO?	HOME BUYING STEPS	REQUIRED TIMING?
BUYING A HOME (Continued on next page)			
<input type="checkbox"/>	Homebuyer	1. Request an application. Mobile home parks require all home buyers to apply to live there. The home buyer should let park staff know that they want to apply to live there.	— Date requested: _____
<input type="checkbox"/>	Park staff	2. Give application to home buyer. Park staff must provide the interested home buyer with the following documents within 3 business days: <ol style="list-style-type: none"> 1. Written information about the park rules; 2. A sample lease; 3. Entry requirements for residency; 4. Application; and 5. An email address for correspondence.¹⁰ 	3 business days Date provided: _____
<input type="checkbox"/>	Homebuyer	3. Complete and turn in application.¹¹	— Date submitted: _____
<input type="checkbox"/>	Park staff	4. Process application and notify applicant of approval or denial. Park staff has 10 business days to process the application and provide the applicant with a written notice of approval or denial. ¹²	10 business days Date applicant notified: _____

¹⁰ The applicant does not have to use the email address, but park staff must provide that option.

¹¹ The park owner can only process the application once it is complete.

¹² If the applicant does not receive the written notice within 10-business days, the applicant is considered approved to live in the community, unless the delay was beyond the reasonable control of the park owner.

CHECK LIST ✓	WHO?	HOME BUYING STEPS	REQUIRED TIMING?
Buying a Home			
<input type="checkbox"/>	Homebuyer	8. Complete required repairs and improvements. If the home buyer agreed to perform required repairs to the home’s exterior or the lot, they must complete those repairs and have park staff sign of on them within 60 days. ¹³	60 days Date home purchased: _____ Date repairs and improvements completed: _____

Other Important Things to Know

- The city’s manufactured home sales regulations are found in city code in Chapter 10-12-25. Limitation on the Prohibition of Sales of Mobile Homes, at this link: https://library.municode.com/co/boulder/codes/municipal_code?nodeId=TIT10ST_CH12MOHO_10-12-25LIPRSAMOHO
- The city’s regulation of upgrades to manufactured homes are found in city code in Chapter 10-12-26. Limitation on Required Upgrades to Existing Mobile Homes, at this link: https://library.municode.com/co/boulder/codes/municipal_code?nodeId=TIT10ST_CH12MOHO_10-12-26LIREUPEXMOHO
- Park staff cannot ...
 - Disallow a home to be sold,
 - Interfere with efforts to sell a home,
 - Provide false information to the buyer or the seller,
 - Steer buyers to other homes in the community,
 - Discourage the sale or purchase of a given home, or
 - Delay the sale/purchase of a home.
- Park staff cannot deny a potential buyer’s application because they agreed to complete the home repairs and improvements required as a condition of sale of the home.

¹³ Different communities may have different penalties for not meeting this deadline for completing repairs.

- Vista Village, Orchard Grove and Boulder Meadows report that they allow one party to own more than one home in their communities, but they screen for ability to pay.

Questions or Concerns

Contact the City of Boulder's Office of Human Rights, which oversees enforcement of provisions related to buying and selling manufactured homes.

Phone: (303) 441-4197

Email: HumanRights@bouldercolorado.gov

Address: 2160 Spruce Street, Boulder, CO 80302