



**1-800-955-0021**  
**NMLS #2280**

**Street Address:**  
**620 Market St.**  
**Suite 100**  
**Knoxville, TN 37902**

**Mailing Address:**  
**P.O. Box 477**  
**Knoxville, TN 37901**

## **Suggestions for Selling Your Home from 21<sup>st</sup> Mortgage Corporation**

**Be Ready with Information about Your Home and Neighborhood**

**Prepare Your Home for Buyers**

**Get the "FOR SALE" word out**

**Get Your Prospect to Buy!**

**Internet Advertising:** MHVillage, the nation's largest and most active Website to Buy or Sell Manufactured Homes, is offering 21st Mortgage customers an exclusive discount of **15% off** a home listing. Simply go to [www.MHVillage.com](http://www.MHVillage.com), click on "Start Now", and enter your home's information. Type "Offer21" in the "Ad Code" blank to automatically receive your 15% discount, or call (877) 407-0236 to speak with a MHVillage Customer Service Representative.

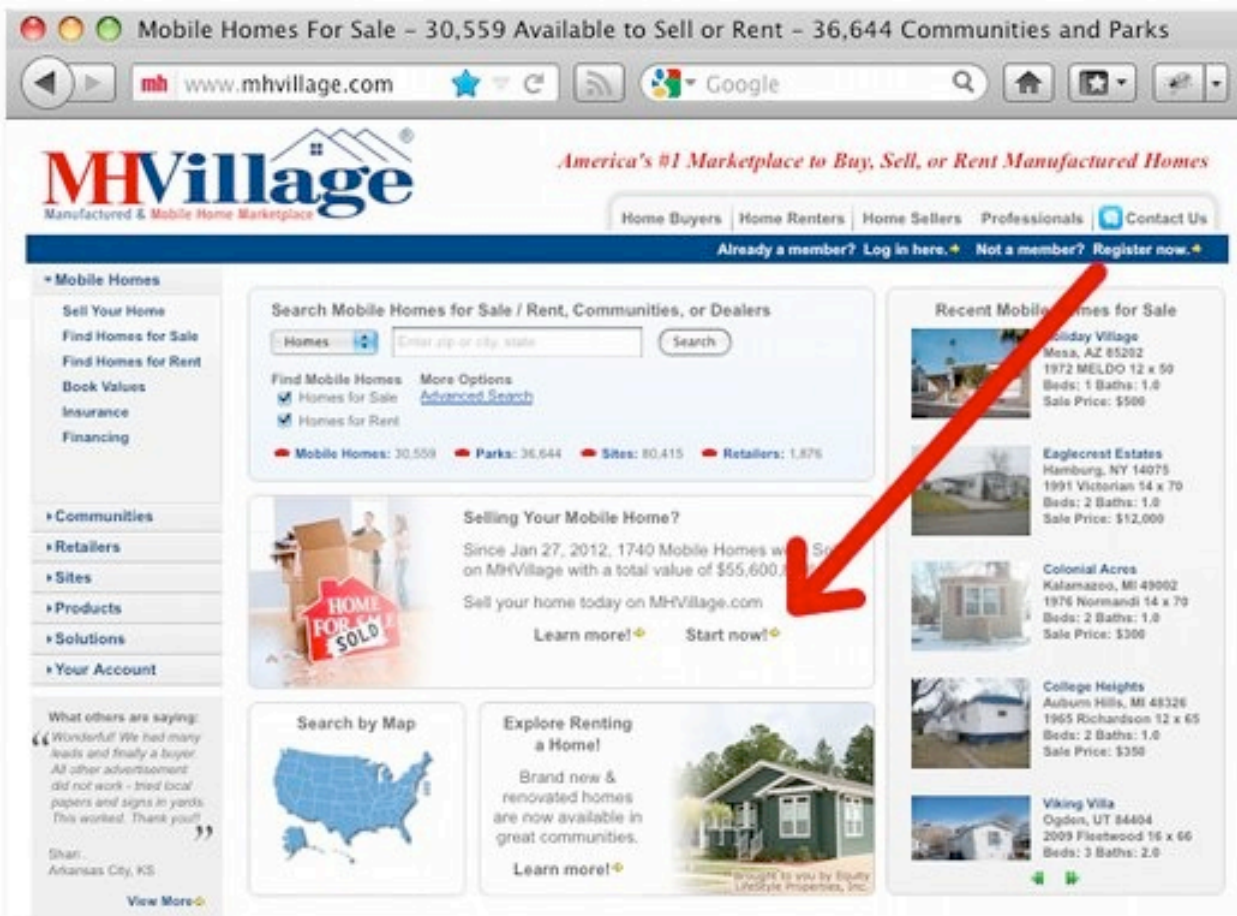


## Advertise your home to over 40,000 people a day!

MHVillage, the nation's largest and most active Website to Buy and Sell Manufactured Homes,  
is offering **21<sup>st</sup> Mortgage customers**

### 15% off a home listing.

Simply go to [www.mhvillage.com](http://www.mhvillage.com), click on "Start Now" and enter your home's information. Type "Offer21" in the "AdCode" blank to automatically receive your 15% discount, or call (877) 407-0236 to speak with a **MHVillage** Customer Service Representative.



**MHVillage** is the number one site for advertising your home. We provide a website that lets home owners advertise like the professionals. For a one time cost your home is listed on our site until you mark it as SOLD. No expiration dates and no additional fees of any kind! All you have to do is enter in your home information and the website will create a beautiful home listing. You can update and edit your listing at any time, as well as check and see how many people are looking at your home. **MHVillage** also lets you enter in your contact information so the home buyers will contact you directly.

**If you have any questions, give us a call today!**

Information about your Home and Neighborhood

Use the form below as a guideline for frequently asked questions:

What are the monthly utility bills? Electric: \$ \_\_\_\_\_ Water: \$ \_\_\_\_\_ Heat: \$ \_\_\_\_\_ Cable TV: \$ \_\_\_\_\_

Are you on city water or well water?  City  Well

Are you hooked up to a septic tank or city sewer line?  Septic  City Sewer



Can your home stay at its present location?  Yes  No

Have you cleared it with the Park Manager or Landowner?  Yes  No

What is the monthly space/lot rent and what is included? \$ \_\_\_\_\_ Includes: \_\_\_\_\_

What are the restrictions on pets? \_\_\_\_\_



Is the mortgage assumable?  Yes  No

What appliances and furniture will be left with the home after the sale?

Refrigerator

Stove

Washer/Dryer

Dishwasher

Other: \_\_\_\_\_

Other: \_\_\_\_\_

Other: \_\_\_\_\_

What are the neighbors like? \_\_\_\_\_

What are their names? \_\_\_\_\_

What school district? \_\_\_\_\_



### Getting the value for your home

Almost all dealerships have this information on hand and can calculate the average retail book value of your home by using the **N.A.D.A. Manufactured Housing Appraisal Guide**. This price is only an “average” retail book value and not your local market value, so you may have to adjust the price to fit your local market. If you have Internet access, you can visit [www.nadaguides.com](http://www.nadaguides.com), which is the online version of the N.A.D.A. Appraisal Guide.

### Get the word “FOR SALE” out!

If people don’t know that your home is “For Sale”, then how are you going to sell it?

Here are some suggestions:

**Put an ad in your local newspaper:** We’ve included some sample ads that you may want to use as a guide for your own ad.

**Put an ad in your local thrifty or bargain shopper’s guide:** They are inexpensive and target good prospects.

**Put up bulletins and flyers all over town:** Put a good photo of your home on flyers and make several copies. Put the flyers around town, at the post office, coin laundries, convenience stores, grocery stores, and shopping centers.

**Put the “For Sale” signs in your windows:** Make sure they can be seen from the street or sidewalk.

**Ask your friends, neighbors, park manager, and relatives if they know of anyone interested in buying a home:** Ask them to spread the word and to keep you informed.

**Have an open house:** Select a convenient time on a weekend and place an ad in the newspaper (see our sample ads).

**Put “For Sale” signs on local street corners and along roads near your home.**

### Get Your Prospect to Buy!

Here are a few reminders for when you are showing your home to prospective buyers:

- **First, always be polite, and friendly:** Even if the prospect is rude, they are visiting you because they have an interest in your home.
- **Second, get to know the prospect:** Offer them something to drink and spend a few minutes getting to know them. Try to find things to talk about that you have in common with them.
- **Third, show the home:** Point out features about each room. Focus on the positive, not the negative. Point out the location of schools, grocery stores, hospitals, etc.
- **Fourth, ask for the sale:** Remember the reason they are there is because they are interested. Do not be afraid to ask them for the sale.



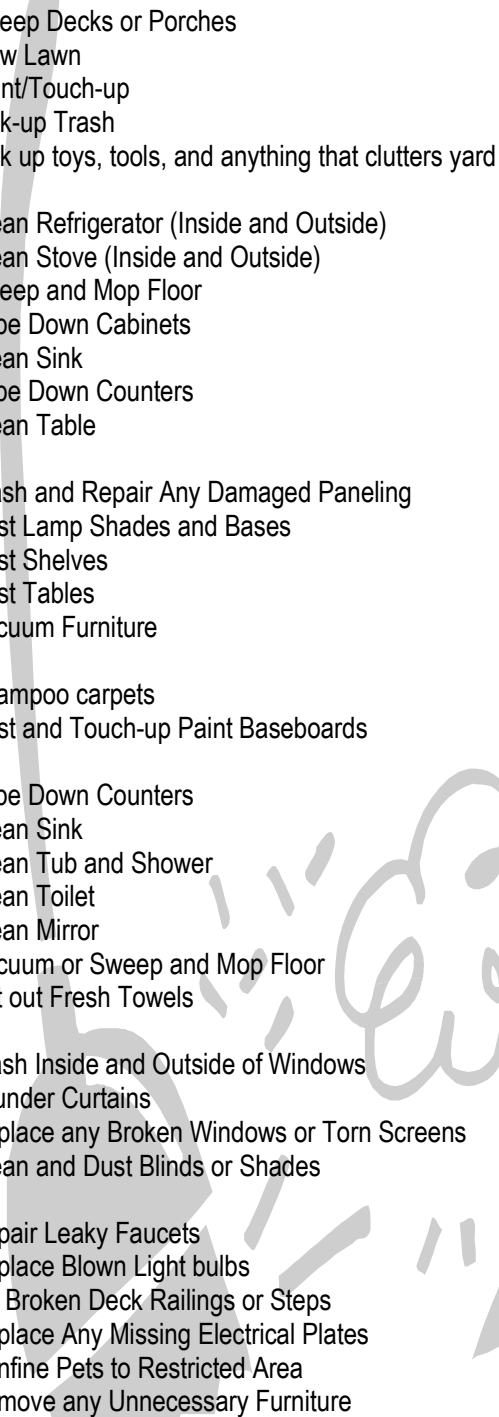
### Financing and Contracts

Make sure to tell the prospects that show interest in purchasing your home that you have financing available for their purchase. 21<sup>st</sup> Mortgage Corporation specializes in mobile home financing that you or your buyer needs. When you have a buyer, have them fill out the sales (purchase) agreement, credit application (enclosed) and have them mail the forms to:

21<sup>st</sup> Mortgage  
P.O. Box 477  
Knoxville, TN 37901  
Attn: Direct Lending Dept.



## Home Clean-up Checklist

- Outside:
- Sweep Decks or Porches
  - Mow Lawn
  - Paint/Touch-up
  - Pick-up Trash
  - Pick up toys, tools, and anything that clutters yard
- Kitchen:
- Clean Refrigerator (Inside and Outside)
  - Clean Stove (Inside and Outside)
  - Sweep and Mop Floor
  - Wipe Down Cabinets
  - Clean Sink
  - Wipe Down Counters
  - Clean Table
- Dust:
- Wash and Repair Any Damaged Paneling
  - Dust Lamp Shades and Bases
  - Dust Shelves
  - Dust Tables
  - Vacuum Furniture
- Carpet:
- Shampoo carpets
  - Dust and Touch-up Paint Baseboards
- Bathroom:
- Wipe Down Counters
  - Clean Sink
  - Clean Tub and Shower
  - Clean Toilet
  - Clean Mirror
  - Vacuum or Sweep and Mop Floor
  - Put out Fresh Towels
- Windows:
- Wash Inside and Outside of Windows
  - Launder Curtains
  - Replace any Broken Windows or Torn Screens
  - Clean and Dust Blinds or Shades
- Misc:
- Repair Leaky Faucets
  - Replace Blown Light bulbs
  - Fix Broken Deck Railings or Steps
  - Replace Any Missing Electrical Plates
  - Confine Pets to Restricted Area
  - Remove any Unnecessary Furniture
- 



## Sample Ads

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**DESPERATE OWNER**  
3 BR 2 BA '91 14x70 MH  
Large Eat-in Kitchen, Fireplace,  
Skylights, lush landscaping.  
Bring all offers. Financing Available.  
(423) 555-2120

**Help Me! I'm Down!**  
2BR 2 BA 1989 14x70 MH  
N Roanoke Location. Financing  
Available. 423-555-2120

**LOW MONTHLY PAYMENT**  
**LOW INTEREST RATE**  
**FINANCING AVAILABLE**  
89 MH 3BR 2 BA. Under \$15k  
Call (423) 555-2120

**MUST SELL! 16x72 MH Low Down**  
**Payment. Financing Available**  
423-555-2120

**MOVING! MUST SELL!**  
1987 MH 12x60 2 BR 2 BA  
Must See. Very Clean. Porch. Washer/Dryer  
Financing Available. Call (423) 555-2120

**MUST SELL BY CHRISTMAS – BY OWNER**  
Beautiful Doublewide. 24x60 MH 3 BR 2 BA  
Glamour Home. Stone Fireplace, All appliances  
Garden Tub, Already Set-up in Little River.  
Appraised at \$26,800. Will take \$23k obo.  
Financing available. Must Qualify  
(423)555-2120

**OPEN TODAY 12/6 786 Sabre Dr**  
Solid Well-kept '93 MH 14x70 3br 2 ba  
Double Carport. Great Lot. Just Painted.  
Financing available. 423-555-2120.

**OPEN HOUSE – BY OWNER -- SAT/SUN**  
West, ½ acre lot, 1400 sq ft, 1993 28x80 MH  
Ebenezer to rt on Pace, 1.2 miles to Rone Hills  
On rt. Questions? Call (423) 555-2120

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# FOR SALE

**YEAR:** \_\_\_\_\_ **ACCT #:** \_\_\_\_\_

**SIZE:** \_\_\_\_\_ X \_\_\_\_\_, \_\_\_\_\_ **BR** \_\_\_\_\_ **BA**

**Additions** \_\_\_\_\_

**CALL ( ) -** \_\_\_\_\_

# FOR SALE

**YEAR:** \_\_\_\_\_ **ACCT #:** \_\_\_\_\_

**SIZE:** \_\_\_\_\_ X \_\_\_\_\_, \_\_\_\_\_ **BR** \_\_\_\_\_ **BA**

**Additions** \_\_\_\_\_

**CALL ( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_**



# Purchase Agreement

## I. PARTIES – [please print]

\_\_\_\_\_ (Seller) agrees to sell and convey to  
\_\_\_\_\_ (Purchaser), and Purchaser agrees to  
buy from Seller the Property described below.

## II. PROPERTY [insert description of the home and address where home is *currently* located]:

Year: \_\_\_\_\_ Width: \_\_\_\_\_ Length: \_\_\_\_\_

Make: \_\_\_\_\_ Model: \_\_\_\_\_

Serial No. \_\_\_\_\_

Current Address: \_\_\_\_\_

Legal Description of Land if being included in Loan: \_\_\_\_\_

## III. PURCHASE PRICE

The Parties agree that the total purchase price (including cost to move or set-up the home, if any) is \$ \_\_\_\_\_ (plus all applicable sales tax, if any).  
The total purchase price includes a deposit in the amount of  
\$ \_\_\_\_\_ [insert N/A if no deposit will be or has been paid by  
the Purchaser].

## IV. MISCELLANEOUS

(a) If the home will be moved to a new location, please insert the address where home will be located below:  
\_\_\_\_\_

(b) Seller warrants that he/she/it is conveying title to the home and land, if applicable, free and clear of all liens and encumbrances.

\_\_\_\_\_  
Seller Date Buyer Date

\_\_\_\_\_  
Seller Date Buyer Date

## Credit Guidelines for Direct Lending

PRINT

Whether you are financing or refinancing a manufactured home we look at three criteria: **Capacity** (can the customer afford it), **Credit** (do they pay their bills on time) and **Collateral** (homes value).

- Employment Information** – must be obtained in order to develop ability to pay and stability of income. At least three years of employment history must be obtained in each case. A minimum 6 month continuous employment must be verified.
- Income Information** – income must be verified on every approval using check stubs, W-2's, 1040's, etc. If the applicant is self-employed, income must be verified with copies of 1040's and all supporting schedules, forms, attachments and bank statements where applicable. An IRS form [4506-T](#) "Request for Copy or Transcript of Tax Form" must be completed and signed by the borrower and sent to 21st for review. Part-time job income may only be considered with verification that it has been received consistently for a minimum of 2 years. Child support income may only be considered with verification that it has been received consistently over the prior twelve months and is expected to continue over the next three years.
- Debt to Income Ratio** – Total Debt ratio including housing and all minimum debt payments must not exceed 43%. If this ratio is exceeded but less than 50%, the disposable income analysis must be performed and criteria met. Total Debt/Income = Debt to Income Ratio.
- Credit Scores** – a minimum beacon, fico score of **600** from all three major credit bureaus Experian, Equifax and Trans Union is required. Do you know what your credit score is? Find out before applying for a loan by clicking on <http://www.myfico.com/ficocreditscoreestimator/>. The credit score estimator will help assist you in determining the loan requirements mentioned above.
- Equity Loan Programs** – are available for applicants scoring **less** than 600. Minimum 35-40% equity position is required.
- Bank Repossessions/HUD Foreclosures** – 21st does not provide financing for other lender's repossessions or foreclosed properties including HUD.
- Co-Signers** – normally used when younger buyers lack the stability and credit experience to qualify. Should not be used in conjunction with an applicant who has credit problems or lack of sufficient income. Co-Signers must score above 640 on the bureau and be a homeowner, to be considered. Must live within 150 miles of the home location and must budget for the house and site payment.
- Collateral** – 21st Mortgage will lend up to 95% of the overall home and land value. Credit quality, loan affordability and collateral value will ultimately determine your loan-to-value or down payment requirement. Value is determined by using the following methods.

**A. Mobile Home Only:** Value is derived by using the lesser of the N.A.D.A Appraisal Value or Purchase Price of the Mobile Home.

**B. Mobile Home and Land:** Certified Land Only Appraisal with Improvements (Well, Septic, Detached Garage, etc.) + valuation in **(A)**.

- Loan Amount** – minimum loan amount required is \$20,000.
- Primary Residence or Secondary Home** – LTV will be based off home classification.
- Age of Mobile Home** – No restrictions in most states. In AL, the mobile home must be a 1990 or newer. In MS, the home must be a 1999 or newer. In NY, the home must be 1995 or newer.
- Escrow** – is required for insurance and taxes.
- Property** – must be on paved road, otherwise a minimum of 20% equity or 80% LTV (Loan-to-Value) is required for consideration. Unable to finance properties with shared wells.
- Land Purchase** – land may be financed with a home refinance. For existing 21st customers who have made 24 payments on time, the house may be financed with up to 95% of the expense of the land, improvements and moving expense, not to exceed \$2,000 per floor for the move.
- Land Improvements (Private Property)** – such as well, septic, grading and foundation may be included in the home purchase price with a first lien on the land. Land improvements must add value to the property for each dollar of improvement.
- Land in Lieu** – real estate may be pledged as additional collateral in-lieu of down payment. The property must be at least ¼ acre, have access from a public road and be served by on-site utilities or public utilities. 21st must have a first lien. The pledged land must be verified to have been owned by the borrower or a family member for a period greater than 12 months. If purchased within prior 12 months, proof of purchase price must be presented. 21st will use quick sale value of the land: i.e. \$10,000 X .65 = \$6,500 (less payoff) \$1,000 = \$5,500 as down payment. 100% of the amount paid for the land may be used if there are no major derogatory accounts.
- Loans** – are not available in the following states: AK, HI, MA, ME & NJ.
- Interest Rates\*** – typically range from 6.99 to 11.99% depending on overall credit quality, age of home, collateral type, occupancy type, loan amount and loan-to-value.

**Meeting the above guidelines, does not guarantee approval.**

\*Rates and Credit Guidelines are subject to change without notice.

**How can I get pre-approved for a manufactured home loan?** Either fill out the [on-line application](#) or print, complete and return attached [credit application](#) or call us directly at (800) 955-0021 Ext.1456