



**Office of Investigations and Enforcement**

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**SOUTH CAROLINA MANUFACTURED HOUSING BOARD  
RETAIL DEALER INSPECTION REPORT**

This form is to be completed by the LLR investigator while conducting the audit interview and document review with the retail dealer’s authorized representative.

**General Information**

Date: \_\_\_\_\_ LLR Investigator Name: \_\_\_\_\_

Retail Dealer Name: \_\_\_\_\_ License No.: \_\_\_\_\_

Retail Dealer Representative: \_\_\_\_\_ Title: \_\_\_\_\_

Does the business signage comply with S.C. Regulation 79-12(F)?  Yes  No

Are all staff present that are required to participate in the audit (e.g. Authorized Official)?  Yes  No

Is the retail dealer’s license certificate posted in a conspicuous place?  Yes  No

Are the salespeople present in the office properly licensed, and does it match the list provided in the retail dealer’s pre-inspection form?  Yes  No  N/A

**Interview**

Has the retail dealer had any problems with transportation damage?  Yes  No  N/A  
24CFR PART 3282 SUBPART I 3282.415(a/b)

Explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Does the retail dealer store homes at any other location?  Yes  No  N/A

Explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Does the dealer ensure that there has been no tampering of HUD labels?  Yes  No  N/A  
24CFR PART 3282 SUBPART I 3282.362(c)(2)(H)

Explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Does the retail dealer forward homeowner complaints and supporting information to the manufacturer?  Yes  No  N/A  
24CFR PART 3282 SUBPART I 3282.256

Explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Does the retail dealer ensure that all homes on the lot are eligible for sale?  
24CFR PART 3282 SUBPART E 3282.252

Yes  No  N/A

Explain: \_\_\_\_\_

Has the dealer purchased/received a home from an out-of-state/in-state retailer?  
24CFR PART 3286.113 SUBPART B

Yes  No  N/A

Explain: \_\_\_\_\_

### Document Review

Request a minimum of one completed file for a new home sold in the last six months, or for the most recent sale if one was not performed in the last six months, and verify that the following items are accounted for. If any items are not included, provide a brief explanation at the bottom. Those items that state “if applicable” do not require additional explanation if not checked.

Purchase Agreement (also called a Contract of Sale or Retail Closing Agreement) - This document should be signed by the seller and the buyer in the same day, and also signed by a licensed salesperson.

The following items may be included as part of the Purchase Agreement, or as separate documents:

- Record of all monies received
- Insulation Certificate/Disclosure
- Waiver of dealer’s responsibility for installation, if applicable
- Dispute Resolution Disclosure and Consumer Installation Certificate/Disclosure

The following items are provided by the consumer to the retail dealer, to be included in the sales documentation:

- Zoning Certificate (or other document from homeowner certifying that the home meets the applicable zoning requirements for the intended property)
- Department of Environmental Services certification, if served by a well and/or septic tank

The following items must be provided by the retail dealer to the homeowner, where applicable:

- Manufacturer’s Installation Instructions/Manual
- Homeowner’s Manual
- Warranties & manuals for appliances, roofing and siding, if applicable
- Installation Certificate/Disclosure – This document must be separate from the sales or lease agreement, and must include items (1)-(6) from 24CFR 3286.7. It also must be provided to the consumer by the retail dealer prior to the execution of the sales contract or purchase agreement.
- Disposition of wheels, axles and hitch – This document must be signed by the homeowner.
- TSCA Title VI compliance record

**Survey of Homes**

**For Lots** - The inspector must inspect a minimum of 5% of new display homes on the lot, or a minimum of three, whichever is greater. That number may be increased at the discretion of the investigator, and the inspections must be documented on the Survey of Homes form.

**For Communities** - If accessible to the inspector, he or she should perform a walk-through of the community to do a visual inspection for any blatant non-conformances.

No Visual Inspection Performed

Visual Inspection Performed

No visual non-conformance(s) found

Visual non-conformance(s) found

Explain: \_\_\_\_\_  
\_\_\_\_\_  
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\_\_\_\_\_

Notes: \_\_\_\_\_  
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LLR Investigator Signature

\_\_\_\_\_  
Date