



**SAFETY FIRE COMMISSIONER**  
COMMISSIONER OF INSURANCE • INDUSTRIAL LOAN COMMISSIONER • SAFETY FIRE COMMISSIONER • COMPTROLLER GENERAL



**Ralph T. Hudgens, Commissioner**  
**2 Martin Luther King Jr., Dr., Suite 620, West Tower, Atlanta, GA 30334**  
**Phone: 404-656-9498 ♦ Fax: 770-408-5932**

[www.oci.ga.gov](http://www.oci.ga.gov)

**PURCHASER'S ACKNOWLEDGEMENT RECEIPT OF  
 MANUFACTURER'S INSTALLATION INSTRUCTIONS  
 AND/OR HOMEOWNER'S MANUAL / INSTALLATION NOTICE FORM**

**MANUFACTURED HOUSING**

**GID-237-SF OCT09**

<b>RETAILER/RETAIL BROKER'S NAME</b>			
<b>PHONE NO.</b>		<b>LICENSE NO.</b>	
<b>E-MAIL ADDRESS</b>			

I affirm that I (we) purchased the following new manufactured home and received the manufacturers' installation instructions and/or homeowner's manual on the date signed below.

<b>MANUFACTURER</b>	
<b>SERIAL NO.</b>	<b>HUD LABEL NO.</b>

<b>INSTALLER COMPANY NAME</b>			
<b>PHONE NO.</b>		<b>LICENSE NO.</b>	
<b>E-MAIL ADDRESS</b>			

<b>CHECK ONE:</b>	<b>NEW</b> <input type="checkbox"/>	<b>USED</b> <input type="checkbox"/>	<b>REPO</b> <input type="checkbox"/>	<b>OTHER</b> <input type="checkbox"/>
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<b>COUNTY OF INSTALLATION</b>		<b>TENTATIVE DATE OF INSTALLATION</b>	
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**PURCHASER/CONSUMER:**

<b>PRINT NAME</b>	<b>SIGNATURE</b>	<b>DATE</b>

<b>ADDRESS</b>		<b>PHONE NO.</b>	
<b>CITY</b>	<b>STATE</b>	<b>ZIP CODE</b>	

Please fax the above information to the State Fire Marshal Office at 770-408-5932 or mail original to:  
**State Fire Marshals Field Office, 2 MLK Jr. Drive, Suite 620, Atlanta, GA 30334.**

Unit Locator (use additional sheets as necessary).

**MANUFACTURER'S INSTALLATION INSTRUCTIONS**

Georgia Manufactured Homes Retailer/Retail Broker Acknowledgment Form

Manufactured Home Procedural and Enforcement Regulation, Section 3282.207, requires that a consumer manual be delivered to the consumer with each new home purchased. Also per the rules and regulations, a signed acknowledgement of receipt of this manual must be signed by the consumer to be kept in the consumer's file and a copy forwarded to this office. Forms maybe printed from our website [www.oci.ga.gov](http://www.oci.ga.gov). The situation has occurred recently wherein an inspector required the retailer to make certain repairs to the consumers' home because the consumer had not received a homeowner's manual and was not aware of requirements from the manufacturers that would have prevented the resultant damage. Likewise, be aware that Subpart F, 3282.255, requires that the retailer/retail broker MUST complete the information card included in the homeowner's manual and forward it to the manufacturer of that home. This office will be enforcing both of these sections from this point forward.