

**REAL ESTATE AGENCY  
STATE OF OREGON**

**MANUFACTURED HOME PARK SUBDIVISION FILING  
(ORS 92.830 to 92.845)**

**REQUIRED DOCUMENTS CHECKLIST**

**RETURN THIS CHECKLIST WITH THE FILING. PLEASE INDICATE IN THE SPACE TO THE LEFT WHICH DOCUMENTS ARE BEING SUBMITTED, WHICH WILL BE SUBMITTED AND WHICH ARE NOT APPLICABLE.**

(SUBDIVISION FILING)

- 1. Declaration of Planned Community (in compliance with ORS 94.580) in final draft form. It need not be executed.
  - A. The Declaration must also comply with ORS 92.835 and 92.845.
  - B. The Declaration must provide for approval by the tax collector and the Real Estate Commissioner. [form available upon request]
  - C. If the Declarant is a corporation, submit a copy of a properly executed resolution of the Board of Directors (or applicable Bylaws) evidencing the authority of the officer or officers who are executing the Declaration. **Note: The authority must be comparable to the authority to grant deeds on behalf of the corporation.**
  - D. If the Declarant is a partnership (other than a limited partnership), limited liability company or a joint venture, and all members are not executing the Declaration, submit evidence of authority of the member or members signing. If one of the members is a corporation, "B" above must be complied with.
- 2. A copy of the original manufactured home park County and land use approvals including plat. [ORS 92.835(1) and (2)]
- 3. A copy of the subdivision tentative plan. [ORS 92.835(1)(b)]

- \_\_\_ 4. A paper copy of the subdivision tentative plat (full size). [ORS 92.835(2)]
- \_\_\_ 5. A statement from the city or county that the manufactured home park is in compliance with the jurisdiction's standards for a manufactured home park. [ORS 92.835(1)(a)]
- \_\_\_ 6. A copy of a statement to be provided potential purchasers of lots with information about the homeowners association. [ORS 92.840(5)]
- \_\_\_ 7. A copy of offer to sell to current tenants. [ORS 92.840(2)]
- \_\_\_ 8. A copy of notice to prospective tenants. [ORS 92.840(4)]
- \_\_\_ 9. A copy of signed and recorded Waiver of Remonstrance from Declarant/Owner. [ORS 92.835(1)(e)]
- \_\_\_ 10. A copy of Waiver of Remonstrance to be provided to prospective purchaser. [ORS 92.835(1)(e)]
- \_\_\_ 11. If the Declarant has designated an agent (i.e., attorney) for the purpose of filing the Manufactured Home Subdivision filing, provide written authorization for that agent. [form available upon request]

**Out of state developers should be aware that their legal rights to enforce business transactions with Oregon purchasers under the Oregon court system may be limited if they have not properly filed under the foreign corporation statutes or the assumed business name statutes and they should consult with their attorney regarding their legal rights in those areas. Additional information can be obtained from the Corporation Division of the Oregon Secretary of State, 255 Capitol St., N.E., Salem, Oregon 97310.**

(MARKETING AND SALES APPROVAL FILING)

- \_\_\_ 12. A properly completed Combined Notice of Intention and Request for Further Information, together with required documentation. A filing packet has been provided.  
**Developers should be aware that there will be no waiver of issuing a public report or issuance of a certificate of exemption.**