



**Homes and  
Community Renewal**

**Division of Housing  
and Community  
Renewal**

Manufactured Homes Program | Hampton Plaza | 38-40 State St. | Albany, NY 12207  
[www.hcr.ny.gov](http://www.hcr.ny.gov) | [mhp-unit@hcr.ny.gov](mailto:mhp-unit@hcr.ny.gov) | 1-800-432-4210

## **Sale of Manufactured Home Parks Form**

As of April 22, 2024, every agreement to purchase a manufactured home park by a prospective purchaser is subject to the manufactured homeowners' right of first refusal, as directed by Real Property Law § 233-a. If a manufactured home park owner ("Owner") wishes to sell the park, the Owner must take certain steps to comply with the law. These steps are referred to in the Fact Sheet Update to RPL 233-a: Sale of Manufactured Home Parks, published [October 11, 2024].

For sales and associated actions prior to April 22, 2024, please see the requirements referred to in the Fact Sheet Sale of Manufactured Home Parks, published October 28, 2019.

To assist Owners with compliance with the notification requirements, DHCR has created a sample notice form. The form is a sample only and does not constitute legal advice. This form does not replace or modify the laws and regulations of the State of New York.

***[Sample Notice on Following Pages]***

## **NOTICE OF INTENT TO SELL THE MANUFACTURED HOME PARK**

This notice is provided pursuant to Real Property Law § 233-a. To comply with the law, this notice must be sent **via certified mail or personal delivery** to: (1) the officers of the Manufactured Homeowners' Association ("HOA") within the park, provided that the Owner has been notified of the establishment of a HOA and been provided with the names and addresses of the officers of such association; (2) each individual manufactured homeowner, if no HOA exists or the Owner has not been notified of the establishment of an HOA; and (3) and the Commissioner of Housing and Community Renewal, Attn: Asset Management Unit, 38-40 State Street, Hampton Plaza, Albany, New York 12207.

### **To Homeowners and/or HOA:**

This notice is being provided to you because the owner of your manufactured home park plans to sell the park. You have certain legal rights before the park is sold and should carefully read all of the following notices. You may want to consult a lawyer for assistance.

### **NOTICES**

1. The homeowners in your manufactured home park have a right of first refusal to purchase the park before the owner of the park sells it.
  - a. If you are interested in exercising your right to purchase the park, you must meet certain deadlines. You must provide notice of your intent to purchase within 60 days. The right must be fully exercised within 140 days. For further detailed information, please refer to the Fact Sheet [Update to RPL 233-a: Sale of Manufactured Home Parks](#), published [October 11, 2024]. You may want to consult a lawyer for assistance.
2. **If you are interested in exercising your right to purchase the park, DHCR may be able to help you secure purchase financing.**
  - a. For more information, visit <https://hcr.ny.gov/manufactured-home-cooperative-fund-mhcfp> or call DHCR at: 1-800-432-4210.
3. The homeowners in your manufactured home park have the right to organize a HOA or a Manufactured Homeowners' Cooperative for the park.

Information about the terms of the sale are located on the following page.

The following form should be filled out completely. Additional pages may be added, if necessary. You may want to consult a lawyer for assistance in completing this form.

**SALE NOTIFICATION**

<b>Date of this Notification</b>	
<b>Date of Offer</b>	
<b>Manufactured Home Park Name and Address</b>	
<b>Sale Price</b>	
<b>Terms and Conditions of the Sale</b>	

**PARK OWNER INFORMATION**

<b>Park Owner Name</b>	
<b>Park Owner Address City, State, Zip Code</b>	
<b>Telephone number</b>	
<b>Email address</b>	