HAYMAN ENGINEERING
CIVIL ENGINEERING

# A Step-by-Step Guide for Real Estate Professionals

A transaction-focused resource for preparing an engineering order, coordinating access, and keeping the lender's process moving.





# The 6 Step Process




## Overview

We work to help real estate professionals understand the typical process for an FHA/HUD manufactured-home foundation certification. The lender determines whether a certification is required and what documentation must be delivered. This guide does not replace current HUD policy, the PFGMH, state/local requirements, or lender underwriting instructions.

1

## Confirm the Lender's Requirements

**Ask the buyer's lender or loan officer what certification or documentation is required. For applicable FHA manufactured-housing transactions, current FHA policy addresses certification by an engineer or architect licensed/registered in the state where the home is located. The mortgagee is responsible for obtaining the required certification.**

2

## Gather Property and Home Information

**Collect the property address, property contact, lender/loan officer contact, and manufactured-home identifying information. If available, include the HUD Certification Label number(s), serial/VIN number(s), manufacturer, model, year, and number of sections.**

3

## Identify Additions, Alterations, or Unusual Conditions

**Tell the lender and engineer about additions, attached structures, porches/decks, garages, enclosed areas, foundation changes, repairs, or other modifications. Do not assume an older certification covers later alterations.**

4

## Place the Engineering Order

**Use Hayman Engineering's current online ordering process or contact the office. Clearly identify the assignment as an FHA/HUD manufactured-home foundation certification and provide the transaction deadline.**

5

## Coordinate the Site Visit

**If a field inspection is required, provide access instructions and the best property contact. Make sure the home and relevant foundation areas can be safely observed. Have prior reports, certifications, plans, or repair records available if requested.**

6

## Deliver the Certification to the Lender

**The engineer evaluates the available information and issues the certification when the foundation can be certified. Provide the completed document through the lender's preferred process. If conditions require additional work or documentation, coordinate promptly with the lender, engineer, homeowner, contractor, or applicable authority.**

**Order early: If the evaluation identifies a condition requiring additional engineering, repair, state/local inspection, or documentation, the transaction may need more time than the original inspection schedule anticipated.**