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Delivery Day Checklist

Preparing for Your Home's Arrival

Delivery day is an exciting step, but the arrival of your home is only one part of the installation process.

Your home may be delivered and installed over multiple days. Additional work, including setup, utility connections, manufacturer trim-out, inspections, steps, skirting, HVAC work, and other contracted services, may be completed at different times.

Use this checklist to help make sure your property is ready and delivery can proceed as safely and smoothly as possible.

Before Delivery Day

Property and Delivery Access

- ☐ Confirm that the delivery route and home site are ready.
- ☐ Make sure the driveway and delivery route are wide enough for the home, trucks, and equipment.

- ☐ Remove vehicles, trailers, equipment, trash containers, and other obstructions from the delivery route.
- ☐ Open or remove gates, fences, or other barriers as previously discussed.
- ☐ Trim or remove low tree limbs and vegetation that may interfere with delivery.
- ☐ Check for overhead obstacles, including:
 - * Power lines
 - * Telephone or internet lines
 - * Tree limbs
 - * Signs
 - * Carports
 - * Gates
 - * Other structures
- ☐ Make sure the ground is firm enough to support delivery trucks and installation equipment.
- ☐ Complete all required grading, house-pad preparation, and drainage work.
- ☐ Confirm that the home site is clear of construction materials, equipment, debris, and personal belongings.
- ☐ Make sure the home site is accessible without requiring the driver to cross unsafe ground, steep slopes, soft soil, or standing water.

The homeowner is responsible for maintaining access to the property unless specific site work is included in the signed sales agreement.

Permits and Property Requirements

- ☐ Confirm that all required permits have been obtained.
- ☐ Confirm that the property address or 911 address has been established, when required.
- ☐ Make sure any required property lines, setbacks, easements, or home-placement locations have been identified.
- ☐ Confirm that septic, sewer, water, electrical, gas, or propane preparation has been completed as required.
- ☐ Make sure the home location is clearly marked when requested.
- ☐ Confirm that any required foundation, pad, or site inspection has been completed.

Permit and property requirements vary by location. Your signed sales agreement will identify which items are included and which items are the homeowner's responsibility.

Communication

- ☐ Make sure Oxford Housing has your current phone number.
- ☐ Make sure you are available by phone on delivery day.
- ☐ Confirm that anyone responsible for opening gates or providing access will be available.
- ☐ Notify Oxford Housing of any recent changes to the property, delivery route, or home site.

Examples of important changes include:

- * Recent rain
- * Soft or muddy ground
- * New construction
- * Utility work

- * Road damage
- * Added fences or gates
- * Parked equipment
- * Fallen trees or limbs
- * Changes to the intended home location

Do not wait until the delivery crew arrives to report a known access or site concern.

The Day Before Delivery

- ☐ Remove all vehicles from the delivery and setup area.
- ☐ Remove lawn equipment, trailers, toys, pets, livestock, and personal belongings from the work area.
- ☐ Make sure gates are unlocked and accessible.
- ☐ Confirm that private roads and driveways are clear.
- ☐ Check the property for standing water or unusually soft ground.
- ☐ Secure loose animals and make arrangements to keep pets away from the delivery area.
- ☐ Make sure children understand that they must remain away from trucks, equipment, contractors, and the home.
- ☐ Charge your phone and keep it available for delivery-related calls.
- ☐ Review the weather and notify Oxford Housing if the property has received significant rainfall or experienced changing ground conditions.

On Delivery Day

Safety First

- ☐ Keep children away from the delivery and installation area.
- ☐ Keep pets and livestock secured.
- ☐ Stay clear of trucks, tires, hitches, cables, equipment, and moving sections of the home.
- ☐ Do not stand between the home, truck, equipment, trees, vehicles, or other structures.
- ☐ Do not walk beneath raised portions of the home.
- ☐ Follow all instructions provided by the driver, installer, or site supervisor.
- ☐ Observe the delivery from a safe distance.

Delivery and installation involve heavy equipment and significant safety risks. Customers and visitors should not enter the active work area unless given permission by the delivery or installation crew.

Property Access

- ☐ Make sure the crew can enter the property without delay.
- ☐ Keep the delivery route clear throughout the day.
- ☐ Do not allow visitors to park along the driveway or near the home site.
- ☐ Make sure gates remain open when requested.
- ☐ Keep utility contractors and other workers out of the delivery area unless their work has been coordinated in advance.
- ☐ Be prepared to answer questions about the intended home location, access route, septic area, utility locations, or property boundaries.

During Delivery

- ☐ Allow the delivery and installation professionals to determine the safest way to move the home onto the property.
- ☐ Do not direct the driver to use an unsafe route or cross ground the driver considers unsuitable.
- ☐ Do not ask contractors to take shortcuts that could damage the home, property, equipment, or installation.
- ☐ Understand that the crew may need to pause or stop if conditions become unsafe.
- ☐ Keep in mind that the delivery crew's first responsibility is the safe arrival and placement of the home.

The delivery driver and installation professionals have the final authority to determine whether the road, access route, ground conditions, and home site are safe for their equipment and the home.

Weather and Ground Conditions

Delivery may be postponed or stopped because of:

- * Rain
- * Mud
- * Soft ground
- * Standing water
- * Flooding
- * High winds
- * Lightning

- * Severe weather
- * Unsafe road conditions
- * Reduced visibility
- * Other conditions that could damage the home, property, or equipment

A clear or sunny delivery day does not always mean the property is dry enough for delivery. Ground conditions may remain unsafe for several days after rainfall.

Oxford Housing will not require a driver or contractor to proceed when conditions are considered unsafe.

A weather-related delay is intended to protect:

- * Your home
- * Your property
- * Delivery equipment
- * Contractors and drivers
- * Manufacturer and installation warranties

What to Expect When the Home Arrives

Depending on your home, it may arrive in one or more sections.

The delivery process may include:

- * Transporting the home to the property
- * Moving each section onto the home site
- * Positioning the sections
- * Removing transportation equipment
- * Preparing the home for blocking and leveling
- * Joining the sections of a multi-section home

- * Beginning installation work

The entire setup process may not be completed on the day the home arrives.

Different contractors may be responsible for different portions of the work.

Delivery Is Not Final Completion

The arrival of your home does not mean the home is ready for occupancy.

Additional work may still be required, including:

- * Blocking and leveling
- * Anchoring
- * Joining home sections
- * Marriage-line work
- * Roof or ridge completion
- * Exterior close-up
- * Manufacturer trim-out
- * HVAC installation
- * Electrical connections
- * Water and sewer or septic connections
- * Gas or propane connections
- * Steps, decks, or porches
- * Skirting
- * State or local inspections
- * Corrections requested by an inspector
- * Lender, insurance, or occupancy requirements

The order and timing of these services will vary based on the home, contract, property, contractor schedules, weather, inspections, and material availability.

Entering the Home

- ☐ Do not enter the home while it is being transported, positioned, raised, joined, blocked, or leveled.
- ☐ Do not enter the home without permission from the delivery or installation crew.
- ☐ Do not move furniture, appliances, boxes, or personal belongings into the home until Oxford Housing confirms that it is ready.
- ☐ Do not allow children or visitors inside an unfinished or unsecured home.
- ☐ Do not operate plumbing, electrical, HVAC, appliances, or other systems before the proper connections and inspections are complete.

Entering or occupying the home too early may create safety concerns, interfere with contractors, cause damage, or affect inspections and warranty service.

Cosmetic and Transportation-Related Items

Manufactured homes travel by road before reaching the property. Some adjustment or cosmetic work may be needed after transportation and installation.

Examples may include:

- * Minor drywall or wall-panel concerns
- * Trim separation
- * Cabinet adjustments

- * Interior-door adjustments
- * Flooring concerns
- * Siding adjustments
- * Marriage-line finishing
- * Molding or ceiling work

These concerns are generally addressed during manufacturer trim-out or through the applicable warranty process.

Delivery day is not the customer's final cosmetic inspection.

Non-urgent cosmetic concerns noticed after moving into the home should generally be documented with photographs and included on the complete 90-day punch list.

Photographing Delivery

Customers may take photographs or video from a safe location.

Helpful photographs may include:

- ☐ The home arriving at the property
- ☐ Each section of the home after placement
- ☐ The surrounding home site
- ☐ The driveway and delivery route
- ☐ The condition of the exterior after delivery
- ☐ Any visible concern you are specifically asked to document

Do not enter the work area or interfere with the crew to take photographs.

Photographs taken during delivery do not replace the official inspection, trim-out process, service request, or 30-day punch list.

After the Delivery Crew Leaves

- ☐ Continue keeping children, pets, and visitors away from the work area.
- ☐ Do not move into or begin furnishing the home.
- ☐ Do not remove contractor tools, materials, blocks, anchors, equipment, or supplies.
- ☐ Do not alter the setup, blocks, piers, anchors, tie-downs, marriage line, roof, siding, or other installation components.
- ☐ Keep the area around the home accessible for contractors.
- ☐ Avoid parking vehicles or placing belongings near access panels, utility connections, or work areas.
- ☐ Wait for further instructions regarding setup, utilities, trim-out, inspections, and possession.
- ☐ Report an active leak, serious safety concern, or issue that is actively causing additional damage promptly.

Utility Connections

Utility connections may be completed by different contractors and may not occur on delivery day.

Depending on the home and signed agreement, required connections may include:

- * Electrical service
- * Water
- * Sewer or septic
- * Gas or propane
- * HVAC electrical connections
- * Internet or cable

Customers should not attempt to operate the home's systems before utilities are properly connected and the home is ready for testing.

Utility connections are generally the homeowner's responsibility unless specifically included in the signed sales agreement.

Steps, Decks, Porches, and Skirting

Steps, decks, porches, handrails, and skirting may not be installed on the day the home arrives.

The timing of these items depends on:

- * What is included in the signed sales agreement
- * Completion of home setup
- * Inspections
- * Contractor availability
- * Weather
- * Materials
- * Local code requirements

Temporary access should only be used when approved and properly installed.

Customers should not build, attach, or alter steps, decks, porches, roofing, awnings, carports, or other structures in a way that interferes with installation, inspections, drainage, ventilation, or warranty requirements.

Delivery-Day Concerns

Contact Oxford Housing when:

- * The delivery crew cannot access the property
- * A gate or entrance is unexpectedly blocked

- * The intended home location is unclear
- * Property conditions have changed
- * There is an active safety concern
- * You notice significant visible transportation damage
- * You are instructed by the delivery or installation crew to contact us

Minor cosmetic concerns generally do not require an immediate delivery-day call. Photograph the concern and follow the appropriate trim-out, service, or punch-list process.

Items to Keep Available

Keep the following information available during the delivery and installation process:

- ☐ Oxford Housing contact information
- ☐ Property address
- ☐ Sales representative's name
- ☐ Site-preparation information
- ☐ Permit information
- ☐ Property survey or site plan, when applicable
- ☐ Septic or utility locations
- ☐ Gate or access instructions
- ☐ Contact information for involved contractors
- ☐ Homeowner insurance information
- ☐ Lender information, when applicable

Delivery-Day Notes

Delivery Date: _____

Home Manufacturer: _____

Home Model: _____

Property Address: _____

Delivery Company or Driver: _____

Installation Contractor: _____

Important Reminders

- ☐ The home arriving does not mean it is ready for occupancy.
- ☐ Setup and completion may take place over multiple days.
- ☐ Weather and ground conditions may affect the schedule.
- ☐ Different contractors may complete different portions of the work.
- ☐ Oxford Housing does not control every contractor's schedule.
- ☐ Do not enter the active work area.
- ☐ Keep children and pets secured.
- ☐ Do not move belongings into the home until approved.

- ☐ Do not alter installation components.
- ☐ Report urgent or damaging concerns promptly.
- ☐ Document non-urgent cosmetic concerns for the appropriate service or punch-list process.

Important Notice

This checklist is provided as a general guide. The delivery and installation process may vary based on the home, property, signed sales agreement, contractor responsibilities, weather, permits, inspections, and state or local requirements.

Your signed sales agreement and closing documents determine the products and services included with your purchase.

Oxford Housing will not require a driver, installer, or contractor to proceed when conditions are unsafe or when doing so could damage the home, property, equipment, or affect warranty coverage.

The delivery driver, installer, and other qualified professionals may stop or postpone work when they determine that conditions are unsafe.

Customers are responsible for keeping the property accessible, maintaining the prepared site, protecting completed work, and preventing children, pets, visitors, vehicles, and personal belongings from interfering with delivery and installation.