



Customer To-Do List for Land / Home Transaction

☐ 911 Address:

Call your local 911 office (Ouachita Parish is 387-2593) to request a 911 address for the property on which your home will be placed. You must have a legal description of the property where your home will be placed and a physical address of the property before and after (to the left and right) of your new home location. (Not applicable if the home is going into a manufactured home park.)

☐ Temporary Sewer Permit:

Take your 911 address (after you receive it) and the legal description of the property where your home will be placed to your Parish's Health Department to request a temporary sewer permit. (Not applicable if home is going into a manufactured home park.)

☐ Temporary Sewer Permit to HomesPlus:

Bring a copy of the temporary sewer permit to HomesPlus so we can schedule the septic work to be done, if applicable.

☐ Water Meter:

After HomesPlus has ordered your home, you need to request a water meter from the water company that services the property where your home will be placed. You will be required to pay for the water meter and a deposit for your account, if applicable.

☐ First inspection of Home:

Once HomesPlus notifies you that the home has arrived at HomesPlus from the factory, come by HomesPlus to do a first inspection of your home.

☐ Preliminary Closing on Home:

A closing on your loan will be set up at HomesPlus. You will need to sign the appropriate paperwork on your loan along with some documents for HomesPlus.

☐ Electric Company Account Set up:

Contact the electric company that services your area where your home will be placed. (If the electric company is *not* Entergy, please let HomesPlus know ASAP. You will need to have your 911 address available for them. You will also need to let them know the approximate delivery date for your home. The electric company will usually come out and do a site evaluation so they can plan how to get electricity to your site. They sometimes require you to meet with them at the site for this evaluation. (If applicable.)

☐ **Final Sewer Permit:**

After your home has been delivered and the septic system has been installed, wait 24 hours from the time of completion and contact the Health Department to schedule a final inspection. The final sewer permit will be issued after this final inspection is complete.

☐ **Builders Permit:**

Once the final sewer inspection is complete and your final sewer permit is issued, you will need to go to Health Department and get your Builders Permit. Make sure they send a copy to your electric company.

☐ **Electricity Turned On:**

Once you have electric power to your new home, call HomesPlus so we can schedule the installation of the air conditioning system and skirting.

☐ **Closing on Home:**

A closing on your loan will be set up at a title company or attorney's office. You will need to sign the appropriate paperwork on your loan along with some documents for HomesPlus. This is when you will pick up your house keys.

☐ **50 Plus Point Check:**

After you have running water and electricity in your home new home, call HomesPlus so we can conduct the 50 Plus Point Inspection. Our Warranty and Construction Associate will ensure all systems are working properly and all construction steps have been completed. We will also address any repairs that may be needed. If you are available, our Warranty and Construction Associate will meet you at your new home during this final walk through and explain the 50 Plus Point Inspection along with any repair issues being addressed.

☐ **Move into Your New Home:**

Enjoy your new home! Thank you for choosing HomesPlus for your housing needs!

☐ **Refer A Friend And Earn \$250!**

Do you know others who are looking for a new home? Encourage them to visit www.homesplus1.com for a sneak peak of the Executive Briefing, **The 5 Traps Most Home Owners and Aspiring Buyers Fall Into Today**. It has valuable information that will help them make the best informed home buying decision. Then, give a HomesPlus Referral Ticket to them, or anyone looking for a new or pre-owned home. When someone you referred purchases their home from HomesPlus, we'll send you a check for \$250! Please see the HomesPlus Referral Program Rules for more details.