



# Manufactured Home Retail Sales Basic Training Boot Camp

March 8, 2012-Radisson Hotel & Conference Center, Green Bay



- ✚ Do you sell manufactured or modular homes?
- ✚ Do you understand what forms are needed for home sales?
- ✚ Do you wonder if you are following the letter of the law?
- ✚ How do you handle advertising, change orders, warranties and more?



**Wisconsin Housing Alliance is going to hold Basic Training Boot Camp for all retailers and sales persons. If you're new to sales or would like a "refresher," this seminar is for you. All attendees will receive the newly revised 2012 Retailer Resource Guide.**

## We will cover:

- 9:00 - HUD and Modular Code Basics
  - Code Compliance
  - Licensing
  - In plant inspection
  - Dealer Legal Responsibilities
- 10:30 - Recordkeeping / Fair Trade Practices
  - State Compliance
  - Advertising
  - Signage
- 11:30 - New Home Sales
  - Purchase contracts
  - What does "New" mean
  - Cancellation clauses
  - Change orders
  - Sales and Use tax compliance
  - Interference in Contracts
- Noon - Lunch (provided)
- 1:00 - Avoiding mistakes
  - Subcontractor contracts
  - Top 10 Mistakes
  - Lien Waivers
  - Right to Cure Brochure
  - Fair Housing and ADA Compliance
- 2:00 - Selling More Homes
  - Used Home Sales
  - Home Disclosure Forms
  - Working with Community owners
- 3:00 - Q&A



**REGISTER BY FEBRUARY 23!!**

## Over for Registration Form

Exhibit & Sponsorship Opportunities Available! Call 608-255-3131 or email [Julie@housingalliance.us](mailto:Julie@housingalliance.us)

# Boot Camp Specifications

**Date:** Thursday, March 8, 2012  
**Place:** Radisson Hotel & Conference Center, 2040 Airport Drive, Green Bay, WI 54313  
**Time:** 8:30 Registration / Seminar 9:00-3:30

**Register by February 23**

Return this form via fax to  
 (608) 255-5595 or mail to:  
 WHA, 301 N Broom St.,  
 Suite 101 Madison, WI  
 53703

Business: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Names of Attendees	Boot Camp \$150*	CHC Program \$50(info below)	(Current CLM's & CHC's receive a 10% discount)
1.) _____	<input type="checkbox"/>	<input type="checkbox"/>	
2.) _____	<input type="checkbox"/>	<input type="checkbox"/>	<b>Total Paid \$</b> _____

**CC Payment: Mastercard / Visa** CC# \_\_\_\_\_ Exp. \_\_\_\_\_ CVV Code \_\_\_\_\_

**Name of Cardholder** \_\_\_\_\_

**Cardholder Address (if different from above)** \_\_\_\_\_

\* **Registration fee increases to \$170 after February 23.** Non-members: call 608-255-3131 for rates & information. Cancellations received prior to February 23 receive a full refund; no refund after February 23.

**Room Reservations:** Guest rooms are available for a special rate of **\$89** at the Radisson. Please make your room reservation by February 23 by calling the Radisson at 920-494-7300.



## Go the Extra Mile!! Show your professionalism through the Certified Housing Consultant (CHC) designation program.

### What is the CHC?

1. The program is based upon knowledge from the Retailer Resource Guide which is state specific.
2. Regular Alliance seminars will count toward maintaining the accreditation. Receive 10% off future Alliance Meetings!

### **Certified Housing Consultant (CHC) Requirements:**

- ❖ Completion of self-study of the Retailer Resource Guide and passage of a written exam
- ❖ Must be in a home retail sales field for over 12 months
- ❖ Must sign a WI Housing Alliance Ethics Policy
- ❖ Initial Fee is \$50\*
- ❖ The company the CHC works for must be a member in good standing with WI Housing Alliance

#### **Requirements to Renew (three year renewal required):**

- ❖ Must attend five WI Housing Alliance seminars in a three year period
- ❖ Pay a nominal renewal fee.
- ❖ The company the CHC works for must be a member in good standing with WI Housing Alliance

#### **Special Benefits:**

- ❖ 10% off personal registration fee for all future Alliance events
- ❖ Framed CHC certificate
- ❖ CHC Ribbons at Alliance educational seminars
- ❖ CHC designation on all Alliance printed materials

\* Program & discount applies to the individual with the CHC designation-non transferable. Fee is not refundable.