DEPARTMENT OF HOMELAND SECURITY
FEDERAL EMERGENCY MANAGEMENT AGENCY

Direct Housing Unit Installation Work Order

WO Type	Contractor	Work Order #
HAUL AND INSTALL	MLU SERVICES LLC	4828-023-0003-MLS-U

WORKORDER STATUS: REQUESTED **AS OF: 01/11/2025**

Pickup Location		Delivery Location	
Name: TAYLOR COUNTY STAGING YARD	Phone No.	Name: TEEMS,H. DD	Phone No.: (352) 318-7387
Address: 49 CARLTON CEMETERY RD	Lot #.	Address: 564 SW BIRLEY AVE	Lot #.
City, State: PERRY, FL 32348	County: Taylor (County)	City, State: LAKE CITY, FL 32024 - 3603	County: Columbia (County)

Work Order Issue Information

Issued to	Issued Date	Issue Time	Issued By	Date Completed
MLU SERVICES LLC	01/13/2025	12:00 AM	TARA MARTIN	/ /

Directions

Unit Information		Padlot Information	
Unit Type Universal	Barcode	Pad Lot #	Pad Type
Make	VIN	Pad Size	Rent Amt.
Model	Furnished? ☐ Yes ☐ No	Amps	Split Lot? ☐ Yes ☐ No
Year	# Bedrooms	Utilities	

Work Order Specifications

Description	UOM	Quantity	Cost Per UOM	Total
ORIGINAL (01/11/2025 12:54:01) TARA MARTIN				
6004AC-4828 PRIVATE INSTALL MH / PM	EA	1		
6004AZ-4828 MH / PM UFAS RAMP	EA	1		
TOTAL			------->	$

Work Order Notes

01/11/2025 12:53:32 3BDRM MHU UNVERSAL 15X75 MAX
01/11/2025 12:53:32 WO BEDROOMS REQUESTED: 3
01/11/2025 12:54:40 PER COR, CALL APP BEFORE DELIVERING UNIT
01/11/2025 12:54:55 RAMP

Disability-Accommodations

☐ Vision	■ Ramp	☐ All Electric	☐ Roll in Shower	■ Accessible Unit (UFAS)
☐ Hearing Disability	☐ Wheelchair User	☐ Accommodation base on Height	☐ Grab Bars	
☐ Walker, Cane, Other Mobility Device	■ Oxygen/Power Dependent	☐ Accommodation base on Weight	☐ Platform Stairs	

Disability-Accommodations notes:

Install Information

Setup Date	Made Ready Date	Inspection Date	Inspection Status	RFO Date	RFO Package Sent
/ /	/ /	/ /		/ /	/ /

Verification and Signatures: The above described work has been verified by,

Install Contractor MLU SERVICES LLC	Date / /
COTR Project Officer	Date / /

Site Inspector / Tech Monitor	Date
	/ /

REQUEST FOR THE SITE INSPECTION

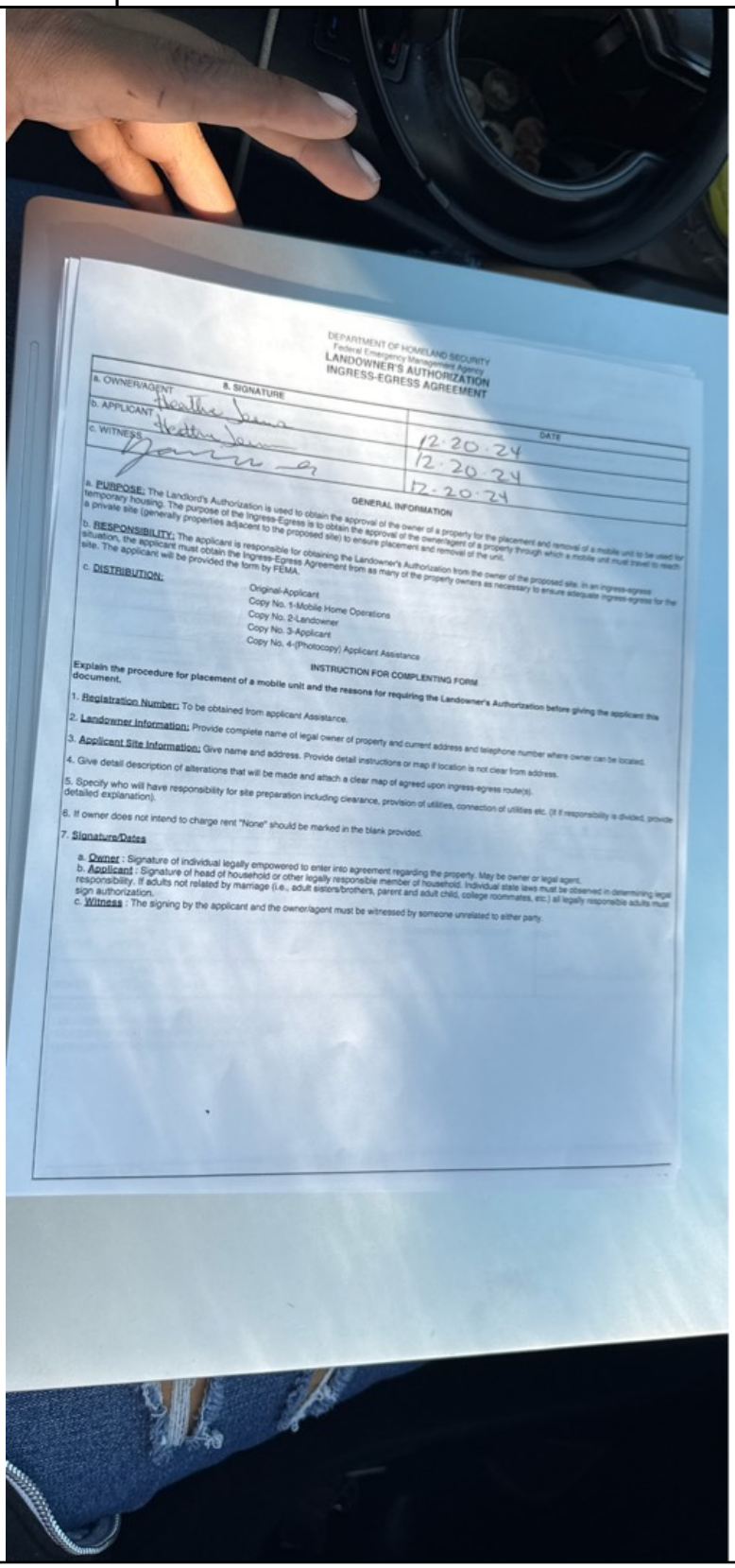
DETAILS

TYPE	START DATE	END DATE	PERFORMED BY
Request For the Site	20/12/2024 11:01	20/12/2024 11:54	Yalia Herrera

INGRESS/EGRESS AGREEMENT

Site Control No.	4828-023-0006-P
Address	564 SW BIRLEY AVE

Load picture of completed Ingress/Egress form 0	



DEPARTMENT OF HOMELAND SECURITY
Federal Emergency Management Agency

LANDOWNER'S AUTHORIZATION
INGRESS-EGRESS AGREEMENT

a. OWNER/AGENT	B. SIGNATURE	DATE
b. APPLICANT	Heather Jones	12.20.24
c. WITNESS	Heather Jones	12.20.24
	Dawn M	12.20.24

GENERAL INFORMATION

a. **PURPOSE:** The Landlord's Authorization is used to obtain the approval of the owner of a property for the placement and removal of a mobile unit to be used for temporary housing. The purpose of the Ingress-Egress is to obtain the approval of the owner/agent of a property through which a mobile unit must travel to reach a private site (generally properties adjacent to the proposed site) to ensure placement and removal of the unit.

b. **RESPONSIBILITY:** The applicant is responsible for obtaining the Landowner's Authorization from the owner of the proposed site. In an ingress-egress situation, the applicant must obtain the Ingress-Egress Agreement from as many of the property owners as necessary to ensure adequate ingress-egress for the site. The applicant will be provided the form by FEMA.

c. **DISTRIBUTION:**

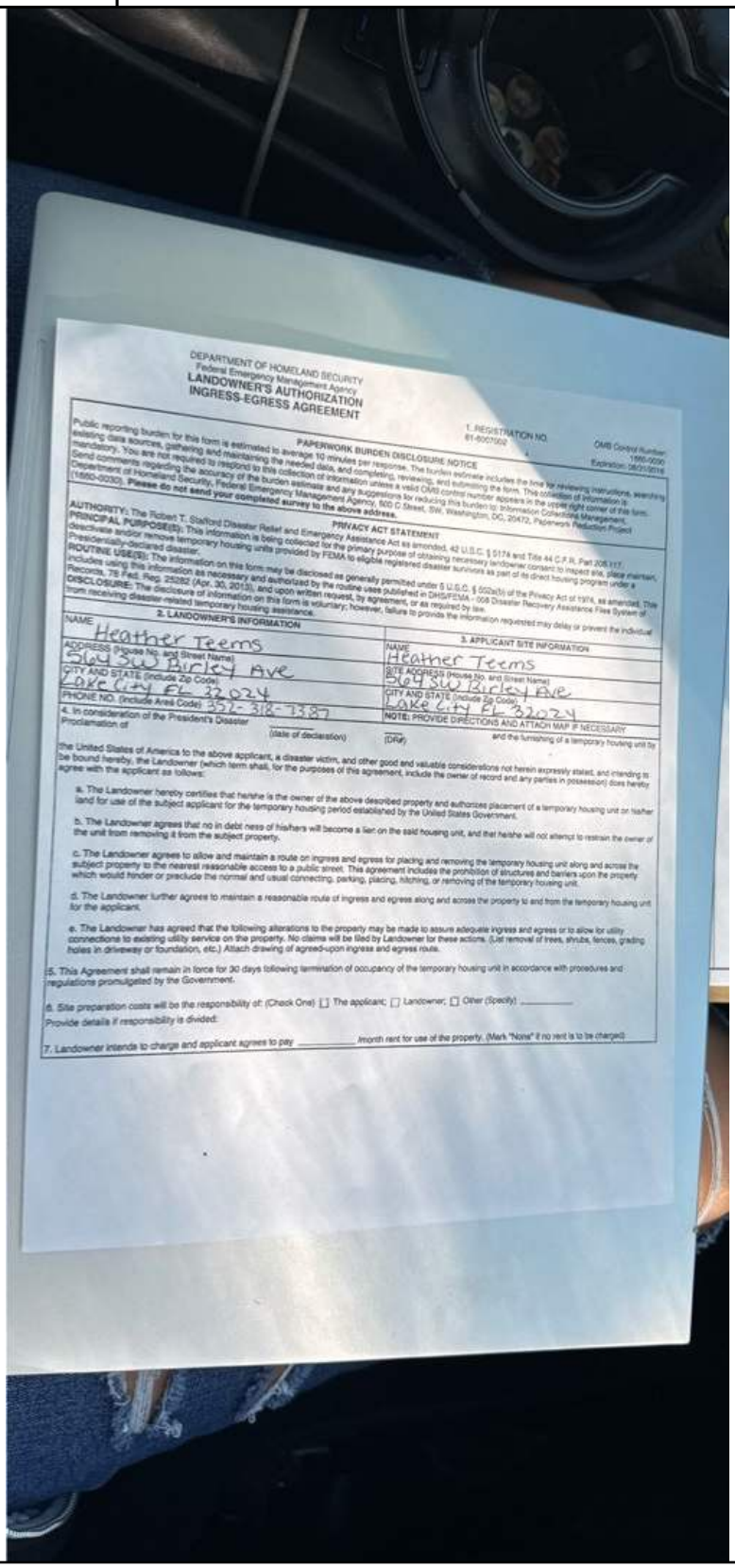
Original-Applicant
Copy No. 1-Mobile Home Operations
Copy No. 2-Landowner
Copy No. 3-Applicant
Copy No. 4-(Photocopy) Applicant Assistance

INSTRUCTION FOR COMPLENTING FORM

Explain the procedure for placement of a mobile unit and the reasons for requiring the Landowner's Authorization before giving the applicant this document.

1. **Registration Number:** To be obtained from applicant Assistance.
2. **Landowner Information:** Provide complete name of legal owner of property and current address and telephone number where owner can be located.
3. **Applicant Site Information:** Give name and address. Provide detail instructions or map if location is not clear from address.
4. Give detail description of alterations that will be made and attach a clear map of agreed upon ingress-egress route(s).
5. Specify who will have responsibility for site preparation including clearance, provision of utilities, connection of utilities etc. (If responsibility is divided, provide detailed explanation).
6. If owner does not intend to charge rent "None" should be marked in the blank provided.
7. **Signature/Dates**
   a. **Owner** : Signature of individual legally empowered to enter into agreement regarding the property. May be owner or legal agent.
   b. **Applicant** : Signature of head of household or other legally responsible member of household. Individual state laws must be observed in determining legal responsibility. If adults not related by marriage (i.e., adult sisters/brothers, parent and adult child, college roommates, etc.) all legally responsible adults must sign authorization.
   c. **Witness** : The signing by the applicant and the owner/agent must be witnessed by someone unrelated to either party.

Load picture of completed Ingress/Egress form 1	



DEPARTMENT OF HOMELAND SECURITY
Federal Emergency Management Agency

LANDOWNER'S AUTHORIZATION INGRESS-EGRESS AGREEMENT

1. REGISTRATION NO. 61-6007002

OMB Control Number: 1660-0090
Expiration: 08/31/2018

PAPERWORK BURDEN DISCLOSURE NOTICE

Public reporting burden for this form is estimated to average 10 minutes per response. The burden estimate includes the time for reviewing instructions, searching existing data sources, gathering and maintaining the needed data, and completing, reviewing, and submitting the form. This collection of information is mandatory. You are not required to respond to this collection of information unless a valid OMB control number appears in the upper right corner of this form. Send comments regarding the accuracy of the burden estimate and any suggestions for reducing this burden to: Information Collections Management, Department of Homeland Security, Federal Emergency Management Agency, 500 C Street, SW, Washington, DC, 20472, Paperwork Reduction Project (1660-0030). **Please do not send your completed survey to the above address.**

PRIVACY ACT STATEMENT

AUTHORITY: The Robert T. Stafford Disaster Relief and Emergency Assistance Act as amended, 42 U.S.C. § 5174 and Title 44 C.F.R. Part 206 117.

PRINCIPAL PURPOSE(S): This information is being collected for the primary purpose of obtaining necessary landowner consent to inspect site, place maintain, deactivate and/or remove temporary housing units provided by FEMA to eligible registered disaster survivors as part of its direct housing program under a Presidentially-declared disaster.

ROUTINE USE(S): The information on this form may be disclosed as generally permitted under 5 U.S.C. § 552a(b) of the Privacy Act of 1974, as amended. This includes using this information as necessary and authorized by the routine uses published in DHS/FEMA - 008 Disaster Recovery Assistance Files System of Records, 78 Fed. Reg. 25282 (Apr. 30, 2013), and upon written request, by agreement, or as required by law.

DISCLOSURE: The disclosure of information on this form is voluntary; however, failure to provide the information requested may delay or prevent the individual from receiving disaster-related temporary housing assistance.

2. LANDOWNER'S INFORMATION	3. APPLICANT SITE INFORMATION
NAME: Heather Teems	NAME: Heather Teems
ADDRESS (House No. and Street Name): 564 SW Birley Ave	SITE ADDRESS (House No. and Street Name): 564 SW Birley Ave
CITY AND STATE (Include Zip Code): Lake City FL 32024	CITY AND STATE (Include Zip Code): Lake City FL 32024
PHONE NO. (Include Area Code): 352-318-3387	NOTE: PROVIDE DIRECTIONS AND ATTACH MAP IF NECESSARY

4. In consideration of the President's Disaster Proclamation of _____ (date of declaration) (DR#) and the furnishing of a temporary housing unit by the United States of America to the above applicant, a disaster victim, and other good and valuable considerations not herein expressly stated, and intending to be bound hereby, the Landowner (which term shall, for the purposes of this agreement, include the owner of record and any parties in possession) does hereby agree with the applicant as follows:

a. The Landowner hereby certifies that he/she is the owner of the above described property and authorizes placement of a temporary housing unit on his/her land for use of the subject applicant for the temporary housing period established by the United States Government.

b. The Landowner agrees that no in debt ness of his/hers will become a lien on the said housing unit, and that he/she will not attempt to restrain the owner of the unit from removing it from the subject property.

c. The Landowner agrees to allow and maintain a route on ingress and egress for placing and removing the temporary housing unit along and across the subject property to the nearest reasonable access to a public street. This agreement includes the prohibition of structures and barriers upon the property which would hinder or preclude the normal and usual connecting, parking, placing, hitching, or removing of the temporary housing unit.

d. The Landowner further agrees to maintain a reasonable route of ingress and egress along and across the property to and from the temporary housing unit for the applicant.

e. The Landowner has agreed that the following alterations to the property may be made to assure adequate ingress and egress or to allow for utility connections to existing utility service on the property. No claims will be filed by Landowner for these actions. (List removal of trees, shrubs, fences, grading holes in driveway or foundation, etc.) Attach drawing of agreed-upon ingress and egress route.

5. This Agreement shall remain in force for 30 days following termination of occupancy of the temporary housing unit in accordance with procedures and regulations promulgated by the Government.

6. Site preparation costs will be the responsibility of: (Check One) ☐ The applicant; ☐ Landowner; ☐ Other (Specify) _____
Provide details if responsibility is divided:

7. Landowner intends to charge and applicant agrees to pay _____ /month rent for use of the property. (Mark "None" if no rent is to be charged)

Applicant Name	TEEMS , HEATHER
Set location inspected to true	true

SITE INFORMATION	
Site Control #	4828-023-0006-P
Registration #	63-3293370
Site Address	564 SW BIRLEY AVE
City	LAKE CITY
State	FL
County	Columbia
Address of Landowner	564 SW BIRLEY AVE
Name of Landowner	Heather Teems
Landowner Phone #	+13523187387
Temporary Housing Units	1
Type of Unit	MH
Site Type	Private

APPLICANT INFORMATION	
Applicant Name	TEEMS , HEATHER
Current Address	564 SW BIRLEY AVE
City	LAKE CITY
State	FL
Applicant Phone Number	(352) 318-7387

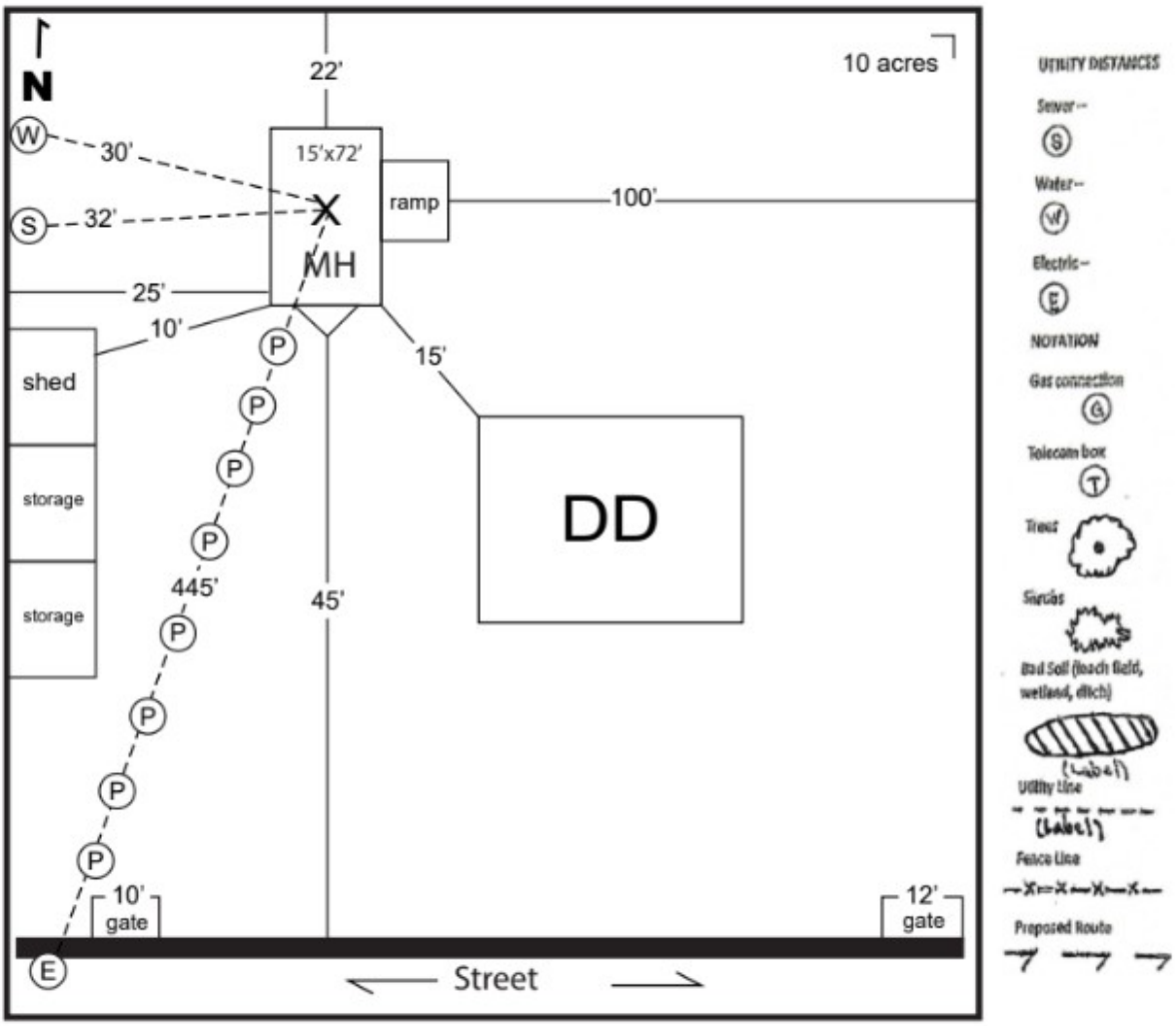
ACCESS AND FUNCTIONAL NEEDS	
Ramp	true
ADA/UFAS Compliant Unit?	true
Oxygen/Power Dependent	true

SITE UTILITY INFORMATION	
Electric	Yes
Electric Company Name (If	FPL
Gas	N/A
Gas Company (If Applicable)	
Water	Well
Water Company (If Applicable)	
Sewer	Septic
Sewer Company	

SITE DESCRIPTION

Landowner Available	Yes
Applicant Signature	
signature	
Date	20/12/2024
Site Description and Directions	

Site Map Picture (If Applicable) 1	Screenshot 2024-12-26 141410.jpg



Site Address 564 SW Birley Ave SIR# 4828-023-0006-P

Power 445'
Water 30'
Sewer 32'

Largest Unit Size MH 15'x72'

Center Unit Coordinates 30.18695
-82.73657

Corner 1 Coordinates 30.18685
-82.73658

Corner 2 Coordinates 30.18691
-82.73656

Corner 3 Coordinates 30.18710
-82.73663

Corner 4 Coordinates 30.18702
-82.73659

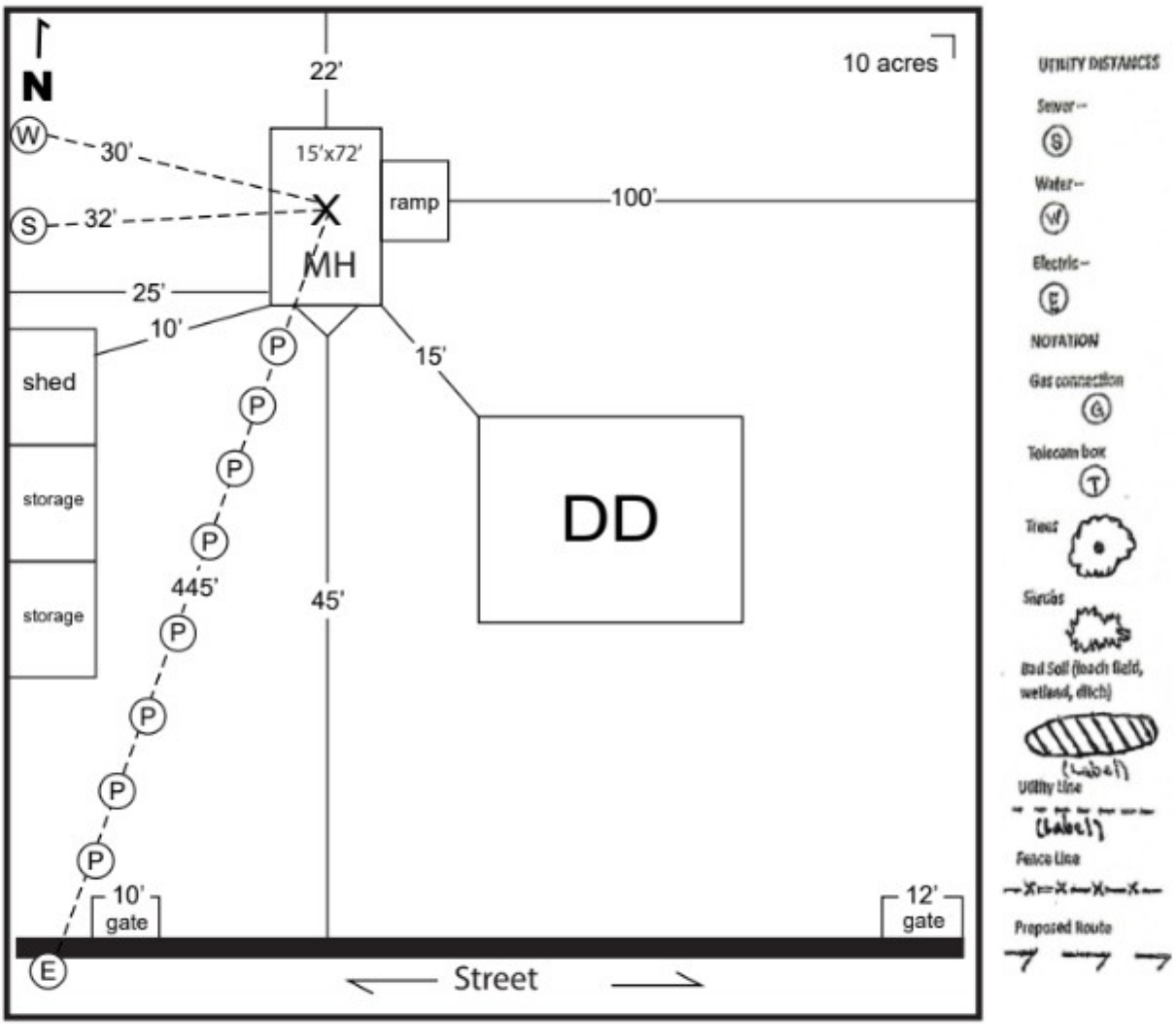
Top Left Coordinates - Unit	30.18685537513022,-82.73658061463345
Top Right Coordinates - Unit	30.186919838993415,-82.73656206428406
Bottom Left Coordinates - Unit (	30.18710630277063,-82.73663078253145
Bottom Right Coordinates - Unit	30.187020097271873,-82.73656595888804
Dead Centre Coordinates	30.18695256329855,-82.73657715330185
Area Size - Unit (sq ft)	
Largest trailer that can fit in this	3 bed 15 x 72
Top Left Coordinates (Full Site)	
Top Right Coordinates (Full Site)	
Bottom Left Coordinates (Full	
Bottom Right Coordinates (Full	
Area Size - Full Site (sq ft)	

Site Overview 0

Applicant actions to make site	
Is Site Feasible?	Site Feasible
Reason Site is Infeasible	
null	
Name of Site Inspector	Yalia Herrera
Site Inspector Signature	
signature	
Date	20/12/2024

SITE SKETCH

Site Sketch 0	



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-82.73656

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-82.73663

Corner 4 Coordinates 30.18702
-82.73659

Water service length (feet)	30

Water Photo 0	

Sewer service length (feet)	32

Sewer Photo 0	

Power service length (feet)	445

Transformer Photo (No Zoom) 0	

Gas service length (feet)	
null	
Notes	

SITE PHOTOS

Pic tongue of the trailer perspective 0	

Pic right elevation tongue 0	

Pic left elevation tongue 0	

Pic rear elevation from trailer 0	

Additional Photos 0	

Notes/Comments	

FLAG SITE FOR UNIT PLACEMENT

Capture photo(s) of flagged site 0	

Are ground disturbances	Yes
How many ground disturbances	6

Capture photos of location of Ground Disturbances (one for each required ground disturbance) 0	

Capture photos of location of Ground Disturbances (one for each required ground disturbance) 1	

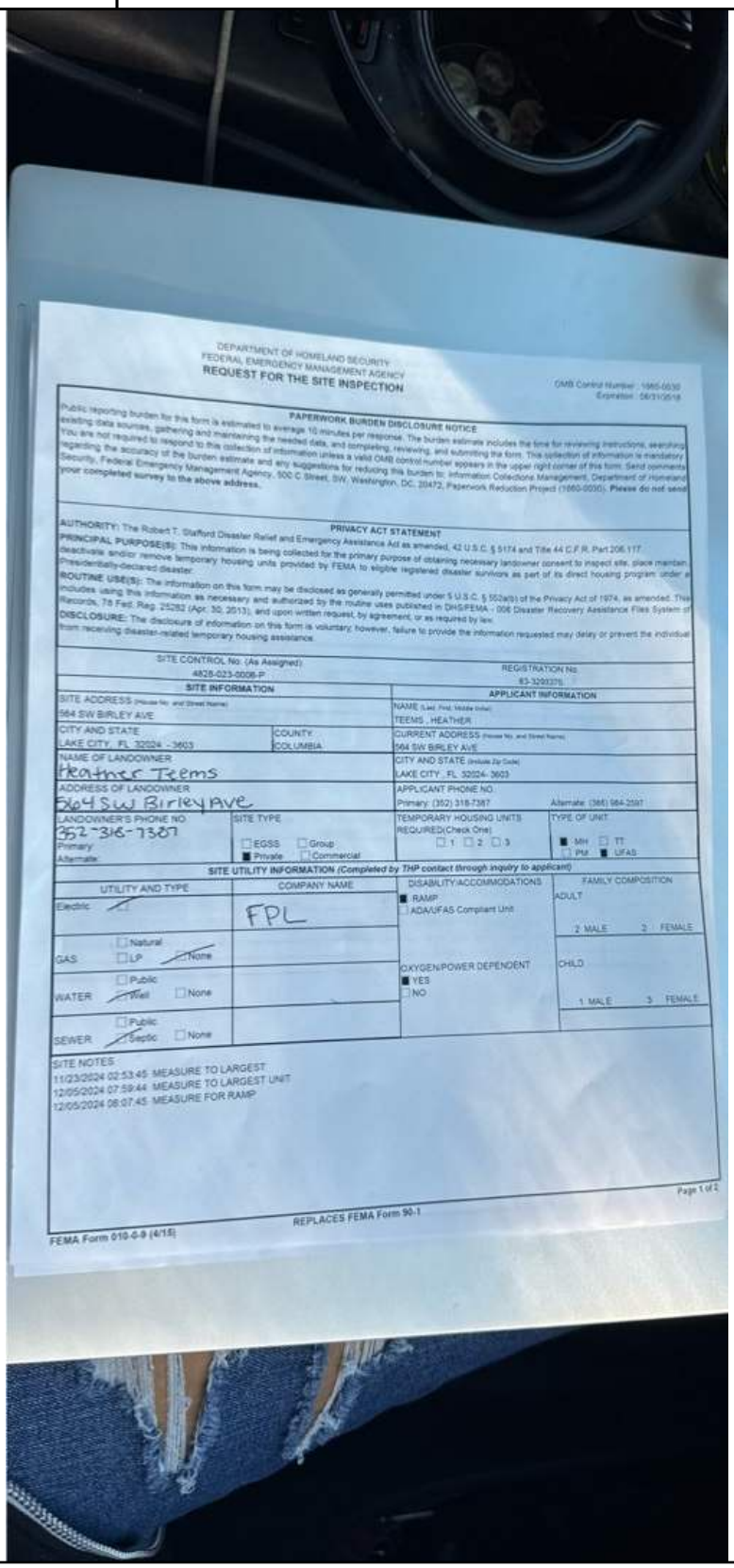
Capture photos of location of Ground Disturbances (one for each required ground disturbance) 2	

Capture photos of location of Ground Disturbances (one for each required ground disturbance) 3	

Capture photos of location of Ground Disturbances (one for each required ground disturbance) 4	

Capture photos of location of Ground Disturbances (one for each required ground disturbance) 5	

Capture Image of Front Sheet of SIR 0	



DEPARTMENT OF HOMELAND SECURITY
FEDERAL EMERGENCY MANAGEMENT AGENCY

REQUEST FOR THE SITE INSPECTION

OMB Control Number: 1660-0030
Expiration: 06/31/2018

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SITE CONTROL No: (As Assigned): 4828-023-0008-P

REGISTRATION No: 83-3200376

SITE INFORMATION

SITE ADDRESS (House No. and Street Name): 564 SW BIRLEY AVE

CITY AND STATE: LAKE CITY, FL 32024 - 3603

COUNTY: COLUMBIA

NAME OF LANDOWNER: Heather Teems

ADDRESS OF LANDOWNER: 564 SW Birley Ave

LANDOWNER'S PHONE NO: 352-318-7387 Primary / Alternate:

SITE TYPE: ☐ EGSS ☐ Group ■ Private ☐ Commercial

APPLICANT INFORMATION

NAME (Last, First, Middle Initial): TEEMS , HEATHER

CURRENT ADDRESS (House No. and Street Name): 564 SW BIRLEY AVE

CITY AND STATE (Include Zip Code): LAKE CITY , FL 32024- 3603

APPLICANT PHONE NO: Primary: (352) 318-7387 Alternate: (386) 984-3597

TEMPORARY HOUSING UNITS REQUIRED(Check One): ☐ 1 ☐ 2 ☐ 3

TYPE OF UNIT: ■ MH ☐ TT ☐ PM ■ UFAS

SITE UTILITY INFORMATION (Completed by THP contact through inquiry to applicant)

UTILITY AND TYPE	COMPANY NAME
Electric ✓	FPL
GAS ☐ Natural ☐ LP ✓ None	
WATER ☐ Public ✓ Well ☐ None	
SEWER ☐ Public ✓ Septic ☐ None	

DISABILITY/ACCOMMODATIONS: ■ RAMP ☐ ADA/UFAS Compliant Unit

OXYGEN/POWER DEPENDENT: ■ YES ☐ NO

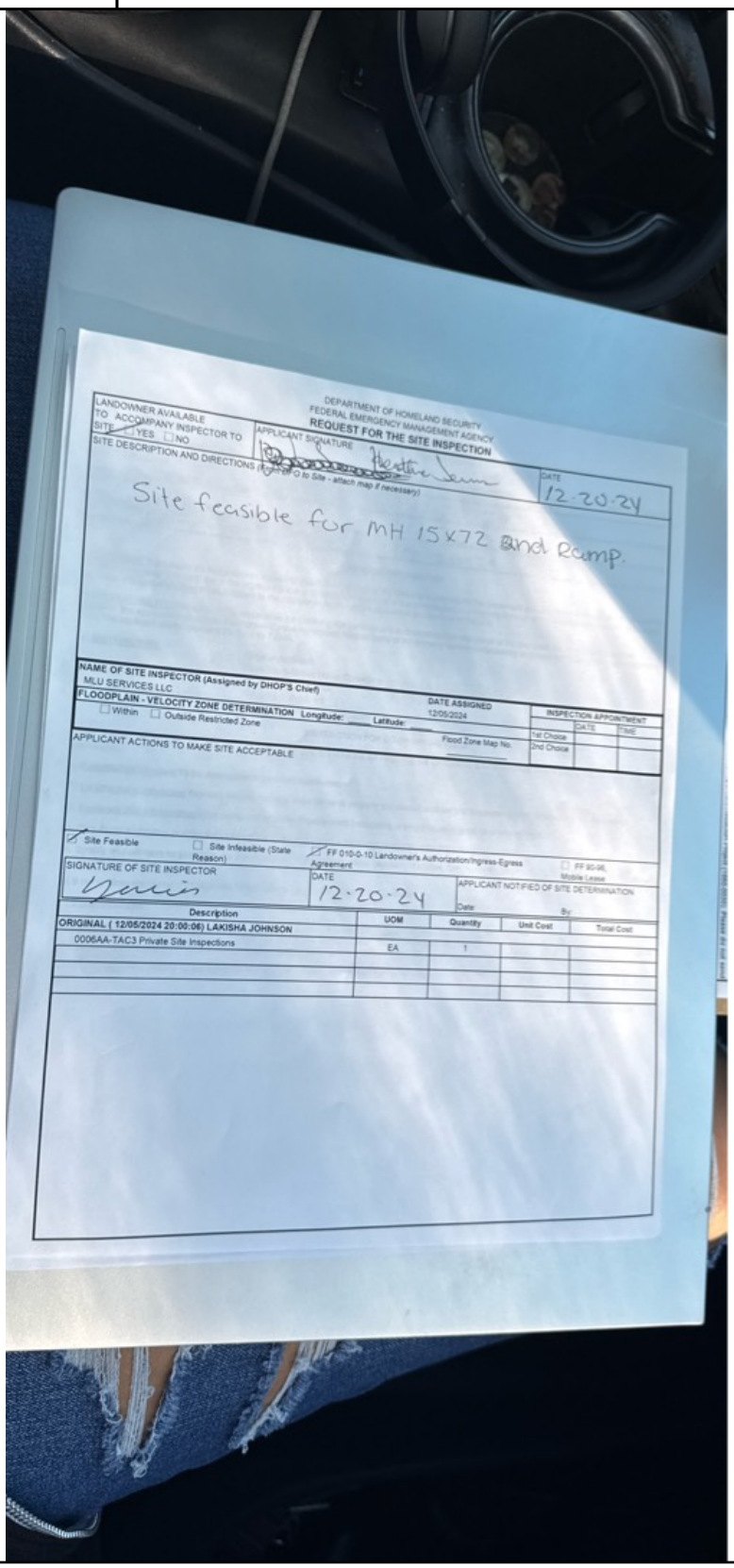
FAMILY COMPOSITION: ADULT 2 MALE 2 FEMALE; CHILD 1 MALE 3 FEMALE

SITE NOTES:
11/23/2024 02:53:45: MEASURE TO LARGEST
12/05/2024 07:59:44: MEASURE TO LARGEST UNIT
12/05/2024 08:07:45: MEASURE FOR RAMP

Page 1 of 2

FEMA Form 010-0-9 (4/15) REPLACES FEMA Form 90-1

Capture Image of SIR Signature Sheet 0	



DEPARTMENT OF HOMELAND SECURITY
FEDERAL EMERGENCY MANAGEMENT AGENCY
REQUEST FOR THE SITE INSPECTION

LANDOWNER AVAILABLE TO ACCOMPANY INSPECTOR TO SITE ☑ YES ☐ NO

APPLICANT SIGNATURE [redacted] DATE 12.20.24

SITE DESCRIPTION AND DIRECTIONS (Applicant to Site - attach map if necessary)

Site feasible for MH 15x72 and ramp.

NAME OF SITE INSPECTOR (Assigned by DHOP'S Chief)
MLU SERVICES LLC

DATE ASSIGNED 12/05/2024

FLOODPLAIN - VELOCITY ZONE DETERMINATION ☐ Within ☐ Outside Restricted Zone Longitude: Latitude: Flood Zone Map No.

INSPECTION APPOINTMENT

	DATE	TIME
1st Choice		
2nd Choice		

APPLICANT ACTIONS TO MAKE SITE ACCEPTABLE

☑ Site Feasible ☐ Site Infeasible (State Reason)

☑ FF 010-0-10 Landowner's Authorization/Ingress-Egress Agreement ☐ FF 90-96 Mobile Lease

SIGNATURE OF SITE INSPECTOR [redacted] DATE 12-20-24

APPLICANT NOTIFIED OF SITE DETERMINATION Date: By:

Description	UOM	Quantity	Unit Cost	Total Cost
ORIGINAL (12/05/2024 20:05:06) LAKISHA JOHNSON				
0006AA-TAC3 Private Site Inspections	EA	1		