OFFICE OF THE MANUFACTURED HOUSING OMBUDSPERSON

Delaware Department of Justice
102 W. Water St.
Dover, DE 19904

REQUEST FOR SPEAKER

Thank you for your interest in having a representative from the Office of the Manufactured Housing Ombudsperson ("MHO") speak at your event. The MHO is committed to providing educational resources, including speakers, to persons interested in learning more about manufactured housing in the State of Delaware. To request a speaker for your event, please complete this form and submit it via one of the methods listed at the bottom of the form.

CONTACT INFORMATION:

Organization Requesting Speaker: _____

Contact Person: _____

Phone Number: _____

Email Address: _____

EVENT DETAILS:

Title of Event: _____

Date of Event: _____

Time of Event (beginning and ending): _____

Location of Event: _____

_____

_____

Estimated Number of Attendees: _____

PRESENTATION DETAILS:

Start Time and Length of Presentation: _____

Presentation Format (e.g., panel discussion, multiple speakers, single speaker, etc.):

_____

Will a computer and projector be available? YES or NO

Requested Presentation Topic(s):

_____ Introduction to Manufactured Housing Law

_____ Rent Increases and the Rent Justification Act

_____ Home Owner Rights Regarding Lease Termination

_____ Other: _____

Please be aware of the following:

1. The MHO can provide general information about manufactured housing law. The MHO cannot provide legal advice to you, your group, or anyone who attends the event. A speaker's presentation, and the answers to any questions provided by the speaker during the course of your event, are not intended to be legal advice on anyone's particular legal questions or problems or to form an attorney-client relationship. The speaker will inform the audience of this during the event. It is vitally important that you do not publicize the event or the speaker in a way that would suggest that the speaker will be providing legal advice, and your signature below indicates your agreement not to do so.

2. The MHO will make all reasonable efforts to arrange for a speaker for your event, but the MHO is not always able to accommodate requests for speaker. Requests made close to the date of the event and requests for speakers on the weekends are more difficult to accommodate. The MHO attempts to respond to requests for speakers within two (2) business days of the receipt of the request. Do not assume that the MHO will provide a speaker for your event until you receive written confirmation from the MHO, by letter or email, that a speaker will attend your event.

3. Very rarely, a speaker who has previously committed to attend an event will become unable to attend the event due to circumstances beyond the speaker's control. When this occurs, the MHO will make all reasonable efforts to find a replacement speaker but may not be able to do so. By signing this form, you acknowledge that there is a small possibility that a previously agreed upon speaker will be unavailable to speak at the event and that the MHO may be unable to find a replacement.

By your signature below, you affirm that you are authorized by the organizers of the event described above to request a speaker from the MHO and to agree to the terms described in the preceding paragraphs.

_____ _____

Signature Date

This form may be submitted:

by email to manufactured.housing@delaware.gov (preferred method). Please put "Speaker Request" in the subject of the email

by fax to 302-577-6499 with attention to Kathleen Cook

by mail to Delaware Department of Justice
Office of the Manufactured Housing Ombudsperson
820 N. French St., 5th Floor
Wilmington, DE 19801

attn: Kathleen Cook