



Carport Guidelines/Quick Guide

Barn Management Group

P.O. Box 648

Mayfield, KY 42066

Phone: (270) 804-7501

Email: cs@barnmanagementgroup.com

Website: www.barnmanagementgroup.com

Carport companies (and dealers) utilizing the IdeaRoom/ServicePad integration.

Rent-to-Own amount Cap of \$25,000.00 (effective 01/20/2026). If the unit is over \$25,000.00, the amount above the \$25,000.00 (plus sales tax) will be placed in the Cost Reduction as a downpayment to reduce the amount to Rent-to-Own and to lower the monthly payment. Example: A unit price \$25,000.00 and a customer tax rate of 6%, the customer would pay \$5,300.00 (\$5,000.00 + \$300.00 (6% tax on downpayment) = \$5,300.00), as a Cost Reduction, plus the Security Deposit and First Month Rent.

24-Month Contract – Payment Divisor 14.4 (60/40)

60-Month Contract – Payment Divisor 24 (40/60)

36-Month Contract – Payment Divisor 19.8 (55/45)

72-Month Contract – Payment Divisor 27 (37.5/62.5)

48-Month Contract – Payment Divisor 21.6 (45/55)

Repos/Used Carports – Cash Sale ONLY

Repo pricing – Repo units are priced at 50% of current price list, including normal discounts. (Example: if the Manufacturer is offering a 10% discount, the dealer would offer the used unit for 60% of current price list.)

- **Cash sale document** – Dealers will go to the forms page of the Barn Management website (above), complete the cash sale form, print, and have the customer sign the cash sale form.
- **First monies and documents** – Dealer will capture monies and mail it accompanied with the cash sale form to Barn Management (address above), attn “Contract Department”.
- **Commission** – Barn Management will pay you a 10% commission once documents have been received and approved.
 - Dealer is responsible for providing a valid tax exemption form to Barn Management Group if the customer is claiming tax exemption.
- **Cash Sale, AS IS, DIY ONLY** – Repo units are a cash sale, DIY, AS IS sale item ONLY— BMG, BMG affiliates, and carport manufacturer are **NOT** responsible for Repo unit delivery, install, or warranty.

Required Documents

- **Driver’s License/Passport** – Copy of Renter driver’s license (passport).
- **Tax Exemption Form** – If applicable, copy of valid tax exemption form.
 - **Barn Management Group does NOT accept Texas Timer/Ag tax exemption cards.**
- **Proof of Ownership** – Cash Price of \$10,000.00 or greater will require Proof of Ownership. (Renter and/or Co-Renter and Delivery address must match the proof of ownership). Proof of ownership can be of the following document types: homeowners insurance policy, copy of deed, property tax bill, etc.
 - **Landlord Wavier** – If the customer is a renter (Renter or Co-Renter doesn’t own the delivery address), you must provide a landlord wavier. (Landlord wavier is on the forms page of the Barn Management Group website (above)).
- **City/County Permits (effective 07/01/2026)** – If a city or county permit is required, we require a valid and legible copy be uploaded.
- **HOA approval (effective 07/01/2026)** – If applicable, valid and legible proof of HOA approval is required to be uploaded.

Other Information

Dealers that write deals in ServicePad, will have the ability through <https://app.servicepad.com> to pick-up on a deal that has been started and finish it.

Dealers are sponsible for uploading customer documents within ServicePad.