



## INSTRUCTIONS FOR REVERSAL OF DECLARATION OF A MANUFACTURED HOME AS REAL PROPERTY

**This process can take anywhere from one to six months to gather, process and receive your new title.**

Numbered instructions correspond to numbered items on the form. Attach additional information if necessary. The blank area in the upper right part of the form is for county use only; do not write in this area.

1. Print or type name of all applicants as these names will appear on the title of the manufactured home. All owners of the manufactured home must be listed.
  - A. Enter the owner's phone number. This is important in case the assessor's office needs to talk to you.
  - B. Enter the second owner's phone number.
  - C. If someone other than the owner is filling out the form, print your name here.
  - D. If someone other than the owner is filling out the form, write your phone number here.
2. Enter the mailing address of the applicant or other individual to whom correspondence, including the assessment notice and tax bill, would be addressed. **(This is where you want the new title sent; it does not need to be the manufactured home's mailing address.)**
3. Enter the street address for the location of the manufactured home.
4. Assessor office will need to do a **VIN inspection before** line #9 may be signed.
5. Enter the parcel number for the manufactured home. The **assessor** will need to provide the new parcel number being assigned to the manufactured home **or initial item 4 on the form.**
6. Describe the manufactured home by entering the make, model, year built, size (such as 27 feet wide and 66 feet long), and serial number of the manufactured home. This information is available in financing records or from the assessor. **Also enter the name of the individual(s) or financial institution(s) holding a mortgage or other loan instrument for the manufactured home and their mailing address.** This information is available in financing agreements that have been signed.
7. Enter the date the "Statement of Intent to Declare" (SID) the manufactured home as real property was recorded and the instrument number for that recording. The county recorder placed the date and the instrument number on the original Statement to Declare Real Property form. **(This information can be obtained at the Assessor's Office.)**
8. **Signature and date of signature are required from each owner. This must be signed in the presence of a Notary Public. After completion of items 1-6, sign item 7 in the presence of a Notary Public. The part of this form between items 7 and 8 must be completed by a Notary Public.**
9. **Upon verification that property taxes for the Manufactured home are prepaid,** this is to be signed and dated by an agent of the county treasurer's office and constitutes the treasurer's written approval for the reversal of the declaration of the manufactured home as real property. The property taxes must be paid current before this reversal can be accepted. The property owner should not sign in this box.
10. Obtain a title report, from a title company, identifying those individuals or entities whose consent must be obtained for the declaration of the manufactured home as real property to be reversed. When submitting this "Reversal of Declaration of a Manufactured Home as Real Property" to the county assessor's office, include a copy of this title report with the signatures of consent. An agent of the county assessor's office will sign this item to verify the receipt of:
  - a. **Thirty (30) days** written notice of the intent to reverse the declaration of manufactured home as real property,
  - b. Title reports, and
  - c. Signatures of consent.

## Reversal of Declaration of Manufactured Home as Real Property.

The following supporting documents are **REQUIRED** for titling:

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- 1- An original or verified copy of the title report. (This can be obtained at a title company.)
- 2- An original or verified copies of the letters of consent from the lienholders shown on the title report and any known, unrecorded lienholders (i.e. previous seller on a land contract) or a lien release if they will not appear on the new title as a lienholder. (This can be obtained from the mortgage company.)
- 3- A release of interest from the last owner on the title report if different from the applicant (previous owner on title report).
- 4- An indemnifying affidavit. (This form can be obtained from the Assessor, DMV or the state website.)
- 5- A VIN inspection. (This can be scheduled and completed by the manufactured homes appraiser at the Assessor's Office.)
- 6- A copy of the completed Reversal of Declaration of Manufactured Home as Real Property form displaying all the required signatures. (After all signatures have been obtained, the form has been notarized, and recorded with all accompanying paperwork at the Clerk's Office.)
- 7- A title application. (This form will be completed at the DMV, after the SID reversal has been notarized, all paperwork and forms have been completed and recorded with the Clerk's office.)