

INSTRUCTIONS FOR
STATEMENT OF INTENT TO DECLARE MANUFACTURED HOME REAL PROPERTY

Numbered instructions correspond to numbered sections of the form. Attach additional sheets if necessary. The blank area in the upper right section of the form is for county use only. Please do not write in this section.

1. Print or type names of applicants. All owners of the manufactured home must be listed.
2. Indicate mailing address of applicant or other individual to whom correspondence should be addressed.
3. Indicate street address of the manufactured home.
4. Indicate complete legal description of the land only. This is shown in the assessor's records.
5. Show parcel number of land on which manufactured home is located. Obtain from assessor. If unavailable, have assessor initial this box.
6. Show parcel number of manufactured home. When available, obtain from assessor. Otherwise, have assessor initial this box.
7. Indicate type of land ownership. Check box indicating whether property ownership instrument is a deed or a contract. Assistance in determining this information is available from the assessor, lender, or selling agent. Check box to indicate whether the ownership instrument has been recorded with the County Recorder.
8. On the first line of this section indicate the make, model, and year built of the manufactured home.

On the second line indicate the serial number, size (such as 27 feet wide by 48 feet long), the name of the individual(s) or financial institution(s) holding a mortgage or other loan instrument for the home.

This information is available on the title document and in financing agreements that have been signed.
9. Signature and date of signature are required for each owner. This section must be completed in the presence of a Notary Public.

The section between Section 9 and 10 is to be filled in and notarized by a Notary Public upon completion of Sections 1 through 9.

10. This section is to be completed by authorized officials, who will certify the removal of the running gear and permanent attachment to a foundation. The assessor can identify authorized officials. The property owner should not sign this section.
11. This is to be signed by an agent of the county assessor's office. The assessor or agent must verify ownership and can require that the owner provide proof of payment of sales tax on a new manufactured home.
12. A signature from any recorded lienholder consenting to the cancellation of the title or MCO.

