

Instructions for Statement of Intent to Declare Real Property

PROPERTY OWNER:

- 1.) All fields of this form must be completed. If you have any questions help is available from the Assessor's Office.
- 2.) All owners of the Manufactured Home must be listed.
- 3.) Consent of the Lien holder is required. The Lien holder must sign the Statement of Intent Application or provide a consent letter before this application will be processed.
- 4.) Application must be signed by applicants in the presence of a Notary.
- 5.) Verification of Prepaid Taxes must be obtained from the Treasurer.
- 6.) A completed Vin Inspection must accompany this application.
- 7.) Completed Statement of Intent to Declare must be recorded and those fees paid.

DMV:

- 1.) **ORIGINALS** OF ALL DOCUMENTS ARE REQUIRED.
 - Statement of Intent to Declare Real Property, signed by all parties including the lien holder.
 - Title or Certificate of Origin
 - Vin Inspection
 - Prepaid Tax Form (from Treasurer)
- 2.) After processing Title, a copy of all paperwork must be turned over to the Assessor's Office.