

Manufactured Home Application Instructions

Use these instructions as a guide to completing the [Manufactured Home Application](#).

Application process

1. Complete the Manufactured Home Application.
2. Obtain the appropriate tax documents from the county treasurer.
3. Have the application approved by the county auditor office.
4. Take the approved application to the county recording office. If the recording office keeps your original application form, get a certified copy of the recorded form.
5. Keep proof of the recording fees paid.
6. Once recorded, take the application to a vehicle licensing office and pay any required fees.

A manufactured home can either be titled as personal property and receive a title, or the home may be recorded as real property within the county it is located. Use the Manufactured Home Application to do one of the following:

- **Title Elimination**—To record a manufactured home as real property and not receive a title.
 - Owners of the manufactured home must own the land where the manufactured home will be located.
 - Complete sections 1, 2, 3, 4, 6, 7, and 10 on the application.
- **Transfer in Location**—To transfer a manufactured home to a different piece of property.
 - Owners of the manufactured home must own the land where the manufactured home will be located.
 - If transfer is between two different counties, fill out two applications and record the transfer in both counties.
 - Complete all sections on the application.
- **Removal from Real Property**—To remove a manufactured home from real property and receive a title.
 - Complete sections 1, 2, 3, 5, 7, and 10 on the application.
 - Submit the recorded application to a vehicle licensing office to apply for a title.

Directions

Section 1. Enter the description of the manufactured home.

Section 2. Check the appropriate boxes and enter the land description and physical location address. Indicate if this physical location is a mobile home park. When requesting a “Transfer In Location,” both “Affixed” and “Removed” should be checked, and the application must have two separate land descriptions.

Section 3. This section must be completed and signed by all registered owners of the manufactured home when requesting title elimination. If there are more than two registered/legal owners, use the [Manufactured Home Application Attachment](#). If the home has been sold and is removed from real property, the owners listed in the real property records must complete this portion to get a title. Signatures of the registered owner(s) must be notarized by a Notary Public or certified by a vehicle licensing agent. If sold by a dealer, the dealer must certify the signatures.

Section 4. Complete this section **only** when the manufactured home was purchased in a treasurer’s foreclosure or distraint sale for nonpayment of taxes. Enter the purchase price and date. If the manufactured home has no VIN, check, “Yes” to indicate VIN assignment is needed, and DOL will assign a VIN.

Section 5. This section must be completed and signed by the title company when requesting a “Transfer In Location” or “Removal From Real Property.” The recorded application form must be submitted to a vehicle licensing office **within 10 days of the title company certification**.

Section 6. This section must be completed by a city or county building permit office when processing a “Title Elimination” or “Transfer In Location” application.

Section 7. Any secured party (lienholder) of the manufactured home must sign indicating their consent to the “Title Elimination” or “Transfer In Location” application. Signatures of the legal partner(s) must be notarized by a Notary Public or certified by a vehicle licensing agent.

Section 8. Provide a short legal description of the land. If more room is needed, use the [Manufactured Home Application Attachment](#).

Section 9. A selling dealer must complete this and all applicable sections.

Section 10. An agent at the county auditor’s vehicle licensing office must certify that the application has been completed correctly and that the applicant has all necessary supporting documentation. This section is not for use by subagents.

Section 11. The required fees may be listed in this section.