



Department of Assessment

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## Recording Manufactured Home as Real Property

You will be required to complete a *Manufactured Structure Ownership Document Application for New and Used Homes (Form 2952)*, and an *Application for Recording Manufactured Home as Real Property (Form 5176)*.

These forms are available at the County Assessors Office or on the web at [www.co.benton.or.us](http://www.co.benton.or.us), go to Assessment Dept. then into forms.

**You will also need the following attachments:**

**Ownership Document or Title (if available)** with signed releases. (Other documentation deemed sufficient and acceptable to establish ownership by the Assessor's office may also be needed)

**All Security Interest/Lien Holders listed on the current ownership records must sign to release or approve the change.**

**Title Report- Lot Book Service –Property Analysis report (obtained from a Title Co) Showing all Security Interest Holders on land & Manufactured Home. Must not be more that 10 days old.**

**\$100.00 MHODS Transaction fee (if ownership is changing)**

**\$75.00 Assessment office processing fee**

**All fiscal year taxes on the manufactured home must be paid in full to complete the transfer.**

**Bring completed documents and fees to the Assessor's Office for review. Upon approval you must record the 'Application for Recording Manufactured Home as Real Property' (Form 5176) immediately.**