



## 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 Assessor's Office or on our [website](#).

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 company) showing all security interest holders on land & Manufactured Structure. **MUST NOT BE MORE THAN 10 DAYS OLD.**
- \$105.00 MHODS Transaction fee (if ownership is changing)
- \$78.75 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.