



BERNALILLO COUNTY

MANUFACTURED HOME

ORDER OF EVENTS

HOME AS REAL PROPERTY --- THE LENDING INSTITUTION SHOULD INSTRUCT YOU

- 1. CONTACT YOUR LENDING INSTITUTION ABOUT ASSESSING YOUR MANUFACTURED HOME FULLY.**
- 2. IF YOUR MANUFACTURED HOME HAS YET TO BE INSTALLED, TALK TO THE MH-SELLER AND HAVE THEM CONTACT THE MANUFACTURED HOUSING DIVISION AT (505) 222-9870 ABOUT A FOUNDATION INSPECTION. TELL INSTALLER THAT YOU WANT A PERMANENT FOUNDATION.**
- 3. IF YOUR MANUFACTURED HOME IS ALREADY INSTALLED, CONTACT THE MANUFACTURED HOUSING DIVISION AT 505-222-9870 ABOUT A FOUNDATION INSPECTION. YOU WILL NEED A COPY OF THE CRITERIA FOR PERMANENT FOUNDATION. BE SURE TO TELL THE INSPECTOR THAT THE MANUFACTURED HOME HAS ALREADY BEEN INSTALLED.**
- 4. THE INSPECTOR WILL DO THE INSPECTION AT A COST OF \$65.00 PER VISIT. BE SURE TO FOLLOW THE CRITERIA FOR PERMANENT FOUNDATION TO THE LETTER OR YOU WILL BE CHARGED FOR MORE THAN ONE INSPECTION.**
- 5. AFTER YOUR HOME HAS PASSED THE INSPECTION, THE INSPECTOR WILL GIVE YOU A SIGNED CERTIFICATE. THE SIGNED CERTIFICATE MUST BE GIVEN TO THE ASSESSOR'S OFFICE (VERY IMPORTANT).**
- 6. A "REQUEST TO CHANGE THE VALUATION STATUS FOR A MANUFACTURED HOME" IS ATTACHED TO THIS PACKET AND MUST BE COMPLETED AND GIVEN TO THE ASSESSOR'S OFFICE. THE ASSESSOR'S OFFICE WILL VERIFY THAT THE MANUFACTURED HOME AND THE LAND THAT IT SITS ON ARE IN THE SAME NAME, AND WILL REQUIRE FROM YOU A SIGNED COPY OF THE ENGINEER'S INSPECTION CERTIFICATE. **THE ASSESSOR'S OFFICE WILL GIVE YOU THE SIGNED REQUEST FORM STATING THAT THIS OFFICE INTENDS TO ASSESS THE MANUFACTURED HOME AS REAL PROPERTY UPON EVIDENCE OF DEACTIVATED TITLE.** THE REQUEST FORM CAN THEN BE TAKEN TO YOUR LENDER.**
- 7. ALL TAXES ON THE MANUFACTURED HOME MUST BE PAID IN FULL PRIOR TO RECLASSIFICATION OF THE PROPERTY.**
- 8. YOU MUST MAIL A (LIEN FREE) TITLE OF YOUR MANUFACTURED HOME AND THE SIGNED ASSESSOR'S OFFICE FORM TO: MOTOR VEHICLE DIVISION, P.O. BOX 1028, SANTA FE, NM 87504. THERE MAY BE A PROCESSING FEE FROM THE MOTOR VEHICLE DIVISION. THE MOTOR VEHICLE DIVISION WILL SEND PROOF TO THE ASSESSOR'S OFFICE CONFIRMING THAT THE TITLE HAS BEEN DEACTIVATED. THE MOTOR VEHICLE DIVISION WILL THEN SEND THE DEACTIVATED TITLE TO THE BERNALILLO COUNTY ASSESSOR'S OFFICE.**
- 9. THE ASSESSOR'S OFFICE WILL THEN COMPLETE THE APPRAISAL ON THE MANUFACTURED HOME AND WILL ASSESS THE MANUFACTURED HOME ALONG WITH THE LAND AS REAL PROPERTY. THIS REAL PROPERTY ASSESSMENT WILL NOT APPEAR ON THE ASSESSOR'S RECORDS UNTIL THE FOLLOWING YEAR.**

MANUFACTURED HOME
REQUEST TO CHANGE VALUATION STATUS
BERNALILLO COUNTY

I HEREBY REQUEST:

- (1) The manufactured home described herein be valued for property tax purposes as real property and that it not be valued in accordance with Section 7-36-26 NMSA 1978 and;
- (2) The Title of said manufactured home will be deactivated in accordance with NMAC 19.3.18.

This manufactured home has been permanently affixed to the land at the location described below.

I understand that honoring this request may change the amount of property tax assessed for current and future tax years. I also understand the treatment of this manufactured home as real property applied only for property taxation purposes, and that I must present the Title to the Motor Vehicle Division free of liens and encumbrances.

Description of Manufactured Home			
Manufacturer	Model	Size	Year
Serial #	Tax # (if applicable)		
Physical Location			

Person making request (Please Print):

Name: _____ **Phone:** _____

Address: _____

Signature: _____

The following portion to be completed by Bernalillo County Assessor's Office:

This Office certifies that the manufactured home described within this document will be valued for property taxation purposes as real property upon receipt of evidence that the Title to the manufactured home has been deactivated in accordance with 18 NMAC 19.3.18.

Signed: _____

Title: _____ Date: _____

A manufactured home may be valued as real property ***only if:***

- (1)** The tongue and axles have been removed,
- (2)** The home is affixed to a permanent foundation on the land on which it is located,
- (3)** The owner of the manufactured home owns the land on which the manufactured home is located, and
- (4)** All liens and encumbrances against the motor vehicle Title have been satisfied or released.

The County Assessor may require evidence, such as a copy of an on-site appraisal, that these conditions have been met.

Please be sure to enter the complete manufacturer's serial number in the space provided.

If the manufactured home has been valued as a manufactured home under Section 7-36-26 NMSA 1978 at the same site, enter the property identification number (found on the notice of valuation or the property tax bill) in the space provided.

After the County Assessor has completed this form, mail it along with the motor vehicle Title to:

**MOTOR VEHICLE DIVISION
VEHICLE SERVICES BUREAU
PO BOX 1028
SANTA FE, NM 87504-1028**

The Motor Vehicle Division will deactivate the Title only if all liens and encumbrances have been satisfied or released.

18 NMAC 19.3.18

DEACTIVATION OF TITLE TO A MANUFACTURED HOME: Title issued pursuant to the provisions of the Motor Vehicle Code to a manufactured home shall be deactivated by the Department when:

- 1) The person in whose name the manufactured home is Titled, requests in writing, that the Department deactivate the Title.
- 2) The Title is free and clear of all recorded liens and encumbrances.
- 3) The valuation authority certifies to the Department that, once Title is deactivated, the housing structure will be taxed as real property.

Permit Summary

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Permit:	FOU 2003001678	Temporary:	FOU UNAVAILABLE
Description:	MANUFACTURED HOUSING FOUNDATION		
Project:			
Status:	DONE	Entered:	29-Dec-2003
Issued:	29-Dec-2003	Completed:	13-Feb-2004
Location Description:	S ON HWY 217 LEFT TO MANZANO SPRINGS TO SUNDANCE KIT, EAST TO DOC HOLLIDAY RIGHT ON TOM HORN CT		

Scope of Work

Code	Description

Parcel Information

Address	City
17 Tom Horn Ct	

People

Fees

Fee Code	Description	Fee Amount	Amount Due
MHDFOUNDTN	MHD PERMANENT FOUNDATION FEE	\$55.00	\$0.00
HUDFOUNDT	MHD PERMANENT FOUNDATIION FEE	\$10.00	\$0.00
Total:		\$65.00	\$0.00

Required Inspections

Inspection	Description	Passed Date
5006	MHD PERMANENT FOUNDATION	11-Feb-2004

Inspection History

Inspection	Result	Completed	Inspector	Schedule
5006—MHD PERM FOUNDTN	PASS	11-Feb-04	KIRKS	13-Feb-2004

Quantities

Activities

Description	Assigned	Nodes		Dur	Scheduled	Completed	Decision
		Beg	End				
There are no activities for this application.							

STATE OF NEW MEXICO
MANUFACTURED HOUSING DIVISION

APPROVED

This installation conforms to the
Manufactured Housing Act and Regulations.

Permit No. _____

Address _____

Inspector

Date

SAMPLE

SMALL GREEN FORM