



Pre- 1977 Mobile Home Ownership Change Request

This request will transfer the ownership of the mobile home. The new owner will receive the property assessment and ultimately the property tax bill.

Attach documentation for ownership change. Return completed form to your local Department of Revenue office.

- 1) Assessor Number/Geocode: _____
- 2) New Owner: _____ Phone: _____
- 3) Mailing Address: _____ City: _____ State: _____ Zip: _____
- 4) Previous Owner: _____
- 5) Old Mailing Address: _____ City: _____ State: _____ Zip: _____
- 6) Mob (Make/Model): _____ Year: _____
- 7) Size: _____ Color: _____
- 8) Serial #: _____ Title # _____
- 9) Old Location (Legal Description): _____
- 10) New Location (Legal Description): _____
- 11) New Property Address: _____
- 12) Land Owner Name: _____
- 13) Sales Price: _____ Date Acquired: _____
- 14) Other Information: _____

Affidavit of Person Completing This Request: *I declare, under penalty of perjury, that this request (including accompanying documentation) to the best of my knowledge is true and correct.*

Signature: _____	Date: _____
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Notary Signature:

A notarized signature is required, unless you attach a notarized bill of sale or signed off title.

***** NOTARY *****

State of _____ County of _____

Subscribed and sworn to before me this _____ day of _____, 20____

By _____
Name of person appearing before me, print clearly

Notary Public Signature

My Commission Expires

(seal)

Department Use Only:			
Transfer completed	Yes	No	Date Completed: _____
Initial: _____			
Reason transfer not completed:			

Instructions for Mobile Home Ownership Change Request

This form is only to be used to change ownership of a pre-1977 mobile home. Manufactured homes require a title transfer through the Department of Justice, Motor Vehicle Division.

Please attach any documentation for ownership change (e.g. copy of signed off title, notarized bill of sale, contract for purchase).

After the name change has been processed, the Department of Revenue's Property Assessment Office will send a copy to the new owner and to the previous owner as indicated on the current tax roll.

General Instructions

- Line 1: Assessment Number or Geocode – Enter the information that is listed on the current assessment or tax bill. (This information may also be obtained from the local Department of Revenue office).
- Line 2: New Owner – Enter ownership name(s) as you want it reflected on the assessment and tax bill and the phone number.
- Line 3: Mailing Address – Enter the mailing address where you want the assessment and tax bill to be delivered.
- Line 4: Previous Owner – Enter previous owner's name as indicated on current tax roll.
- Line 5: Old Mailing Address – Enter previous owner's mailing address.
- Line 6: Mob (Make/Model) and Year - Enter Make and Model and the year manufactured.
- Line 7: Size and Color - Enter size of mobile home and color.
- Line 8: Serial # and Title # - Enter mobile home's serial number and title number.
- Line 9: Old Location – Enter a legal description and street address where the mobile home was physically located.
- Line 10: New Location – Enter a legal description where the mobile home currently is physically located. If the mobile home has not moved, you may enter "same."
- Line 11: New Property Address – Enter the physical address where mobile home is located.
- Line 12: Land Owner Name – Enter the name of the legal owner of land, if different than mobile home owner.
- Line 13: Sales Price and Date Acquired – Enter the price paid for the mobile home, including set-up costs. Enter the date the mobile home was acquired.
- Line 14: Other Information – Use this area to describe directions to the mobile home, or any other information that would be pertinent to the mobile home (e.g. number of bedrooms/baths, additional improvements included in transfer). Include any reason a bill of sale or other documentation cannot be attached to document.

Signature – This should be the signature of the person completing the request for name change.

Notary Signature – A notarized signature is required on this form unless you attach a notarized bill of sale or a signed off title.