

CONVERSION OF MANUFACTURED/MOBILE HOME TO REAL PROPERTY

This is a cover sheet explaining the procedure for converting your manufactured home to real property.

THE ATTACHED AFFIDAVIT SHALL BE COMPLETED IN BLACK INK OR TYPEWRITTEN.

1. Complete fill out **PART I** of the attached Affidavit
2. If the property is leased in accordance with NRS 361.244.1.B the landowner shall complete **PART II** in front of a **Notary**.
2. Make sure you as the owner/buyer sign **PART III** in front of a **Notary**
3. Have the Building Department complete **PART IV**.
4. Take the completed Affidavit to the Recorder's Office in the Annex Building (25 W. Fourth street and have the original **recorded**.
5. Then the original, recorded Affidavit **must be sent** with the **original title** and **\$40.00** to (we suggest you mail it Certified with Return Receipt):

Manufactured Housing Division
1535 Old Hot Springs Rd, Suite 60
Carson City, NV 89706
(775) 687-2060 (775) 687-2065

Notes:

If a **title company** is handling the paperwork for you (processing fee is applicable), make sure they receive the original, recorded Affidavit so they can mail all the necessary paperwork for you. The title company will need to obtain the title from the current lien holder (if applicable).

If **you** are handling the conversion process yourself you will need to contact the current lien holder (if applicable) to notify them of your intent to convert your manufactured/mobile home to real property. You will need to send them the original, recorded Affidavit and \$40.00 and ask them to forward the paperwork and the title to Manufactured housing for you.

Be very careful with the serial number, the length of the manufactured/mobile home (feet or inches) and how you sign your name on this form. The information **must match exactly** as it appears on the title or Manufactured Housing will send the paperwork back to you or whoever handled the conversion for you. This is considered a legal document and must be filled out correctly.

When all the paperwork is filled out correctly, Manufactured Housing will then destroy the title and mail a copy of the Real Property Notice to the Assessor's Office and to your new lien holder (this process takes approximately 4-6 weeks). **Taxes must be paid in full** for the current fiscal year on the manufactured/mobile home. The Assessor's Office will then measure and inspect your home for the purpose of converting to real property. After the paperwork is completed by the Assessor's Office then **and only then will the conversion be complete** and the manufactured/mobile home will be placed on the next succeeding real property tax role.

According to **NRS 361.244**

2. A mobile home becomes real property when the assessor of the county in which the mobile home is located has placed it on the tax roll as real property. The assessor shall not place a mobile home on a tax roll until:

- a) He has received verification from the Manufactured Housing Division...that there is no security interest in the mobile home or the holders of the security interests have agreed in writing to the conversion of the mobile home to real property.

If you have any questions, do not hesitate to contact the Humboldt County Assessor's Office (775) 623-6310.

I the undersigned hereby affirm that the attached document, including my exhibits, hereby submitted for recording does not contain the social security number of any person or persons (Per NRS 239B.030)

ASSESSOR'S PARCEL # _____
COUNTY OF _____

**AFFIDAVIT
CONVERSION OF MANUFACTURED/MOBILE HOME
TO REAL PROPERTY
NRS 361.244**

**PART I: TO BE COMPLETED BY APPLICANT
MANUFACTURED/MOBILE HOME INFORMATION**

- 1. Owner/Buyer name _____
- 2. Owner of land (if leased) _____
- 3. Physical location of manufactured/mobile home _____
City _____ State _____ Zip Code _____
- 4. Manufactured/mobile home description: Manufacturer _____ Model _____
Model Year _____ Serial # _____ Length _____ Width _____
- 5. New lienholder:
Name _____
Address _____

PART II: LAND OWNER SIGNATURE (To be filled out by the Legal Owner IF 1.) The property is being purchased by Contract of Sale 2.) Is being Leased 3.) If a Life Estate has been granted pursuant NRS 361.244.1.B)

As the owner of the real property listed at _____, I, _____ consent to the conversion of the above described manufactured home from personal property to real property.

SIGNATURE-OWNER/BUYER DATE SIGNATURE-OWNER/BUYER DATE

PRINT NAME DATE PRINT NAME DATE

On _____, 20____, before me the undersigned, a Notary Public, in and for the State of Nevada, County of _____ personally appeared _____, _____ who acknowledged that he executed the affidavit.

Notary Public

ASSESSOR'S PARCEL # _____

PART III: OWNER/BUYER SIGNATURE(S)

The undersigned, as owner(s)/buyer(s) of the above described manufactured/mobile home and real property (unless leased as indicated in Part II and financed in accordance with NRS 361.244.1.B), affirm that the home has been installed in accordance with all state and local building codes and agree(s) to the conversion of the above described home to real property, understanding that any liens or encumbrances on the unit may become a lien on the land.

PERSONAL PROPERTY TAXES MUST BE PAID IN FULL FOR THE CURRENT FISCAL YEAR. ALL DOCUMENTS RELATING TO THE MANUFACTURED/MOBILE HOME AS PERSONAL PROPERTY MUST BE SURRENDERED TO THE MANUFACTURED HOUSING DIVISION. THIS CONVERSION IS NOT VALID UNTIL ISSUANCE OF A "REAL PROPERTY NOTICE". THE MANUFACTURED/MOBILE HOME WILL THEN BE PLACED ON THE SUCCEEDING TAX ROLL AS REAL PROPERTY.

SIGNATURE-OWNER/BUYER DATE SIGNATURE-OWNER/BUYER DATE

PRINT NAME DATE PRINT NAME DATE

SIGNATURE-OWNER/BUYER DATE SIGNATURE-OWNER/BUYER DATE

PRINT NAME DATE PRINT NAME DATE

On _____, 20____, before me the undersigned, a Notary Public, in and for the State of Nevada, County of _____ personally appeared _____, _____, _____, _____ who acknowledged that he executed the affidavit. _____ Notary Public

PART IV TO BE COMPLETED BY THE BUILDING DEPARTMENT

THIS MANUFACTURED/MOBILE HOME HAS BEEN APPROVED FOR REAL PROPERTY CONVERSION

SIGNATURE _____ DATE _____

SAFETY CERTIFICATE NUMBER _____

When recorded mail to:

Name:

Address/ City/ State/ Zip:

DISTRIBUTION:

ORIGINAL TO MANUFACTURED HOUSING DIV.

COPY TO LIENHOLDER OR OWNER/BUYER

rev. 02/11