

## Converting a Manufactured Home to Real Estate

### 1) The following must apply before the process of conversion to RE can begin...

The manufactured home must be on a permanent foundation...a basement, crawlspace or piers/pillars.

The axle and tongue must be removed and it must be permanently attached to the site and no longer have the potential for mobility

The Real Estate Deed and Manufactured Home Title must be in the same name

The Manufactured Home Title cannot have a lien on it

All Manufactured Home taxes must be paid in full for the current year and the MH title must be stamped by the Treasurer's Office

### 2) Steps to converting...

- a) Fill out a Conversion Request Form
- b) bring in three pictures of the foundation

Once we receive the Conversion Request Form and pictures, someone from our office will go out and inspect the foundation

Our office will notify you by phone of the estimate of taxes on converting to Real Estate and any other changes that need to be made before finalizing the conversion

### 3) The final step...

the property owner will come into our office to sign and date the "official" Conversion Form and surrender the title.

# MANUFACTURED HOME-CONVERSION REQUEST FORM

DATE \_\_\_\_\_ MH REGISTRATION # \_\_\_\_\_

REQUESTED BY \_\_\_\_\_

TELEPHONE (HOME) \_\_\_\_\_ TELEPHONE (WORK) \_\_\_\_\_

MH TITLED TO \_\_\_\_\_

MH ADDRESS (PHYSICAL LOCATION) \_\_\_\_\_

\_\_\_\_\_

MH MAILING ADDRESS (IF OTHER THAN ABOVE) \_\_\_\_\_

\_\_\_\_\_

YEAR \_\_\_\_\_ MAKE \_\_\_\_\_

LIEN HOLDER ON MH TITLE? YES NO \_\_\_\_\_

MH TAXES CURRENT? \_\_\_\_\_ MH TAXES PER YEAR \$ \_\_\_\_\_

TYPE OF FOUNDATION? \_\_\_\_\_

WHEN PUT ON FOUNDATION? \_\_\_\_\_ ELIGIBLE FOR TAX YEAR \_\_\_\_\_

SIZE \_\_\_\_\_ # BATHROOMS \_\_\_\_\_ # BEDROOMS \_\_\_\_\_

CENTRAL AIR? YES NO FIREPLACE/WOODBURNER? YES NO

REAL ESTATE OWNER \_\_\_\_\_

REAL ESTATE PARCEL# \_\_\_\_\_

ESTIMATE OF TAXES? YES NO AMOUNT \$ \_\_\_\_\_

NOTES: