

INSTRUCTIONS

GENERAL INFORMATION FOR AFFIDAVIT OF CONVERSION OF MANUFACTURED/MOBILE HOME TO REAL PROPERTY

AS APPLICANT YOU MUST COMPLETE THE FOLLOWING REQUIREMENTS:

Before moving the manufactured/mobile home onto the parcel, contact the Eureka County Public Works Department and obtain an inspection form to convert mobile home to real property. It is your responsibility to meet all state and local regulations. **Eureka County Ordinance Chapter 15.08.140.**

This affidavit should be typed or printed clearly. **DO NOT** make any corrections with “white out”.

PART 1 – To be completed by the applicant. If the transaction involves a seller/buyer transaction, all information **must** pertain to the buyer.

PART 2 – Owner/Buyer Signature(s). **Please read the statement carefully before signing.** If you do not know if all requirements have been met, contact the Public Works Department. Signature(s) must be notarized.

PART 3 – To be completed by the Public Works Department. *The Request For Inspection To Convert Mobile Home To Real Property* must be completed and the \$100 fee paid to the Public Works Department.

PART 4 – To be completed by the County Assessor.

NOTE:

- **Land must be owned by the owner of the manufactured home (unless real property is leased in accordance with NRS 361.244.1.B)**
- **Lienholder name and address must be complete**
- **Personal property taxes for the current fiscal year, must be paid in full**

The Affidavit of Conversion Of Manufactured/Mobile Home To Real Property must be recorded with the County Recorder. **IT IS THE APPLICANT’S RESPONSIBILITY** to send the recorded document, the current Manufactured Home Title (**signatures of owners/sellers and purchasers must be notarized**), and any other related documents along with a check of **\$50** to: Manufactured Housing Division, 2501 E. Sahara Ave. #204, Las Vegas, NV 89104.

The manufactured home will be placed on the next succeeding real property tax roll ONLY upon issuance of a “Real Property Notice” by the Manufactured Housing Division.