

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. Completely fill out **PART I** of the attached Affidavit
2. Make sure you as the owner/buyer sign **PART II** in front of a **Notary**
3. Have the County Assessor complete **PART III**.
4. Have the Public Works Department complete **PART IV**.
5. Take the completed Affidavit to the Recorder's Office in the County Courthouse (20 S Main Street) and have the original **recorded**.
6. 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

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.

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 Eureka County Assessor's Office (775) 237-5270.