



STATE OF NEVADA
DEPARTMENT OF BUSINESS AND INDUSTRY
MANUFACTURED HOUSING DIVISION
1830 E. College Pkwy Suite #120
Carson City, NV 89706
(775) 684-2940 • Fax (775) 684-2949
www.mhd.state.nv.us

CONVERSION OF MANUFACTURED HOME OR MOBILE HOME TO REAL PROPERTY

The conversion to real property is initiated in the **Assessor's Office of the County in which the home is located**. The homeowner should contact their County Assessor directly to obtain the proper procedure to initiate the process, as each County may have different requirements based on policy and zoning.

1. The homeowner, with the help of the County Assessor or building department, will complete a form entitled "Conversion of Manufactured Home to Real Property". Each County has their own form. Some counties require the signature of the Tax Assessor and/or the Building Department along with a Safety Certificate Number that is issued by that particular building department. Some require an "Installation Label" number. The installation label is completed and number provided by the particular city or county building department if required. If verification is required, an inspection may be done by Manufactured Housing Division (MHD). The inspector **MUST** verify that the running gear has been removed from the home, as well as the date the home was installed on the site.
2. Once complete, the Affidavit of Conversion document is recorded with the County Recorder of that County by the homeowner. A certified copy of the document should be obtained upon recording to be provided to Manufactured Housing Division
3. **Upon recordation, forward the following to Manufactured Housing:**
 - A. **CONVERSION TO REAL PROPERTY UPON THE SALE OF A NEW MANUFACTURED HOME**
 - (1) Original Manufacturer's Certificate of Origin –
 - a. "First assignment" section completed by Dealer, signed and notarized.
 - b. Buyer's name matches all documents
 - c. Lienholder information is included and matches all documents
 - d. Assessor has acknowledged taxes are paid on Certificate of Origin
 - (2) Dealer's Report of Sale (DRS) –
 - a. Completed with all names and home description matching all documents exactly, lienholder information matches Certificate of Origin
 - b. Buyer has signed acknowledgement of taxes on bottom of DRS
 - (3) Original or certified copy of the recorded Affidavit Conversion of Mobile Home to Real Property.
 - a. Verify that all names and descriptions exactly match the other documents.
 - b. Verify that all required signatures are present and notarized if required
 - c. Verify that any safety certificate number is included if the form requires.
 - (4) Fee for Conversion of \$40.00 (Additional fees may apply if there has been more than 1 transfer prior to titling – please contact MHD)

B. CONVERSION TO REAL PROPERTY UPON THE SALE OF A USED MANUFACTURED HOME

- (1) Original Certificate of Ownership –
 - (a) Front signed off by Assessor that current year taxes are paid.
 - (b) Signed/notarized by owner in Box #1
 - (c) Signed off by existing lienholder in Box #2, if applicable
 - (d) Completed, signed/notarized by Buyer in Box #4
 - (e) New lienholder listed in Box #5, if applicable
 - (f) Dealer signs Box #3 if a Dealer was used for the purchase
- (2) If no original Certificate of Ownership is available –
 - (a) Current homeowner must complete and sign/notarize an Application for Duplicate Title
 - (b) Buyer must complete and sign/notarize an Affidavit Application for Certificate of Ownership which the County Assessor must also sign indicating current year taxes are paid
 - (c) Existing lienholder must sign a Lien Satisfied form, if applicable
 - (d) New lienholder needs to be properly indicated on the Affidavit, Application for Certificate of Ownership, if applicable
 - (e) Copy of Title Search from MHD website, or Title Search Request and additional \$15.00 fee
- (3) Dealer report of sale if required.
- (4) Original or certified copy of the Affidavit of Conversion completed with all names and descriptions exactly matching all other documentation.
- (5) Conversion Fee of \$40.00 PLUS title transfer fee of \$40 for EACH transfer of title

C. CONVERSION TO REAL PROPERTY FOR FINANCING OR REFINANCING OF MANUFACTURED HOME WITH NO OWNER CHANGE

- (1) Original Certificate of Ownership –
 - (a) Signed/notarized by existing owner in Box #1
 - (b) Signed off by existing lienholder in Box #2 if applicable
 - (c) Completed and signed/notarized by existing owner in Box #4, with proper vesting and physical location showing as on existing MHD title search
 - (d) New lienholder properly listed in Box #5
 - (e) Assessor signature on front indicating current taxes are paid in full
- (2) If no original Certificate of Ownership is available –
 - (a) Current homeowner must complete and sign/notarize an Application for Duplicate Title
 - (b) Homeowner must complete and sign/notarize an Affidavit Application for Certificate of Ownership – Assessor must sign that current taxes are paid
 - (c) Existing lienholder must sign a Lien Satisfied form, if applicable
 - (d) New lienholder needs to be properly indicated on the Affidavit page 2
 - (e) Copy of MHD Title Search, or Title Search Request and additional \$15.00 fee
- (6) Original or certified copy of the Affidavit of Conversion completed with all names and descriptions exactly matching all other documentation.
- (3) Conversion Fee of \$40.00 (additional fees may apply if there are any title changes)

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IN ALL INSTANCES, ALL DOCUMENTS MUST AGREE AND MUST MATCH THE MANUFACTURED HOUSING DIVISION TITLE RECORDS, UNLESS THERE IS A CONCURRENT TITLE CHANGE.

PRIOR TO COMPLETION OF ANY DOCUMENTS, IT IS RECOMMENDED THAT YOU COMPLETE A TITLE SEARCH ON THE WEBSITE FOR THE MANUFACTURED HOUSING DIVISION, LOCATED AT: www.mhd.state.nv.us

- (1) The Affidavit of Conversion, Certificate of Ownership, Manufacturer's Certificate of Origin, and Dealer's Report of Sale if required must all reflect the same information.
- (2) POWER OF ATTORNEY – If any of the documents are executed by Power of Attorney, a notarized, ORIGINAL Power of Attorney form must be enclosed with the documents. This document is available on our website at www.mhd.state.nv.us

REFUSAL TO CANCEL A CERTIFICATE OF OWNERSHIP

The Administrator of the Manufactured Housing Division may refuse to issue or cancel a Certificate of Ownership until satisfied that all provisions of law and regulations adopted pursuant to NRS 489 have been complied with. This includes the satisfaction of any security interests or other liens that have been filed with MHD.

NAME STATEMENT

An owner's signature must be signed and notarized on all forms as it appears on the face of the Certificate of Ownership. If for any reason, an owner's name is signed differently on any documents being submitted for processing, a Name Statement form must be completed and submitted. A Name Statement form must also be completed when, during a sale, a discrepancy occurs between the way in which names are signed on the Certificate of Ownership and all other paperwork pertinent to the sale of the home.

NOTARY PUBLIC INFORMATION

Only a valid, licensed Notary Public is acceptable.

Notary Seal **MUST** be clear and legible for filming – the seal and the license number must be easily read. The Seal **MUST** be stamped in an open area and cannot be stamped over any written or printed matter.

The name of the Notary Public must be listed in the acknowledgment where indicated. The names of the persons they are acknowledging must match as the signer has signed. Signer **MUST** sign name as shown on the legal document they are signing. If the signer is Trustee of a Trust, then Trustee should be written after signer's name.