

BRIAN SANDOVAL
Governor

CJ MANTHE
Director



STATE OF NEVADA



STEVE AICHROTH
Administrator

Department of Business & Industry
NEVADA HOUSING DIVISION, MANUFACTURED HOUSING

CONVERSIONS FROM REAL TO PERSONAL PROPERTY

The following are instructions for the completion of an application for a Certificate of Ownership when a homeowner is converting a manufactured/mobile home FROM Real Property TO Personal Property.

Per NRS 361, this procedure must be completed 30 days prior to moving the home. The sole purpose for converting from real to personal property must be to effect a transfer of title to the home.

1. An "Affidavit of Conversion of Mobile Home from Real to Personal Property" form must be requested from the office of the Assessor in the County in which the manufactured/mobile home is located.
2. **PRIOR TO RECORDING**, after the Affidavit of Conversion to Real Property form is completed and signed by all parties required on the form, it needs to be sent to State of Nevada Housing Division, Manufactured Housing, 1830 E. College Pkwy #120, Carson City, NV 89706 for signing by the Division representative. If you have a current lender on the property, the lender must also sign off on the form.
 - a. Run a title search on the State website at mhd.nv.gov, click on "Title Search"
 - b. If the name on the Manufactured Housing Division title search is different than the current ownership, submit the form with **proof of ownership** – a copy of your most recent Grant Deed, Preliminary Report or Title Insurance policy from your title company, etc.
 - c. If the Manufactured Housing title records show a lienholder OTHER than the current lender on the land, the previous lienholder MUST complete, sign & notarize a Lien Satisfied (forms can be found on our website at mhd.nv.gov) or provide a copy of the recorded Reconveyance if that lienholder remained on title to the property after conversion and shows as such on the conversion.
3. After the document is signed by the Manufactured Housing, it is returned to the sender. Take the form to the Recorder's Office in the County in which the manufactured/mobile home is located and have it recorded.
 - a. Request two copies upon recordation – one for Manufactured Housing, and one for the Assessor's Office of the County in which the manufactured/mobile home is physically located.
4. Complete an "Affidavit Application for Certificate of Ownership" from Manufactured Housing (the form can be found on the website at mhd.nv.gov). The Affidavit must be signed and notarized by the current LEGAL owner and Lender if the loan will remain on the home.
5. Forward the original Affidavit Application for Certificate of Ownership and a certified copy of the Affidavit of Conversion, and a copy of the proof of ownership documents you provided in step 2b above, along with a \$40 title fee, to Manufactured Housing.
6. Upon acceptance of correct documentation, Manufactured Housing will issue a new Certificate of Ownership. If you have a current lender who will remain on the title, the title must be mailed directly to the Lender (lienholder).

THE CONVERSION TO PERSONAL PROPERTY IS NOT COMPLETE UNTIL MANUFACTURED HOUSING HAS ISSUED THE NEW CERTIFICATE OF OWNERSHIP.