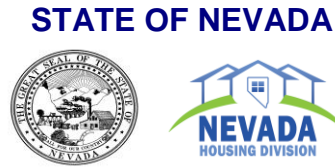


BRIAN SANDOVAL  
Governor

CJ MANTHE  
Director



STEVE AICHROTH  
Administrator

Department of Business & Industry  
**NEVADA HOUSING DIVISION, MANUFACTURED HOUSING**

**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.

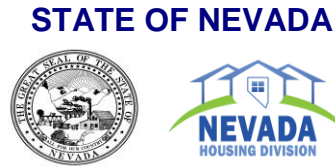
1. The homeowner, with the help of the County Assessor or building department, will complete a form entitled "Conversion of Manufactured Home to Real Property". Each County has their own form. Some Counties require the signature of the Tax Assessor and/or the Building Department along with a Safety Certificate Number that is issued by that particular building department. Some require an "Installation Label" number, which is the number on the label affixed to the home by the Nevada Housing Division, Manufactured Housing Inspector. The label can usually be found on the back end of the home. The inspector **MUST** verify that the running gear has been removed from the home, as well as inspect the home for approval for occupancy.
2. **Before recording, please read the instructions below.** All names, descriptions and location information must match on all documents.
3. Once complete, the Affidavit of Conversion document is recorded with the County Recorder of the County where the home is located by the homeowner. A copy of the document showing the recording date and information must be obtained upon recording to be provided to Manufactured Housing.
4. **Upon recordation, forward the following to Manufactured Housing based on transaction type:**

**A. CONVERSION TO REAL PROPERTY UPON THE SALE/PURCHASE OF A NEW MANUFACTURED HOME**

- (1) Original Manufacturer's Certificate of Origin (MCO)–
  - a. "First assignment" section completed by Dealer, signed and notarized.
  - b. Buyer signs and has signature notarized in "Buyer" or "Transferee" section.
  - c. If there is no place for the Buyer to sign on the MCO, the Buyer should complete, sign/notarize an Affidavit, Application for Certificate of Ownership (website [mhd.nv.gov](http://mhd.nv.gov))
  - d. Buyer's name matches all documents and VESTING is included and matches all documents. **DO NOT** use "or" for vesting. All parties going into title must sign and be notarized.
  - e. Lienholder information is included and matches all documents
  - f. Assessor has signed acknowledging taxes are paid on Certificate of Origin
- (2) Dealer's Report of Sale (DRS) –
  - a. Fully and correctly completed with all names and description of home matching all documents exactly, lienholder information matches Certificate of Origin.
  - b. Buyer has signed acknowledgement of taxes on bottom of DRS
- (3) Original or 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 or installation number is included if the form requires.
- (4) Fee for Conversion of \$40.00 (Additional fees may apply if there has been a transfer prior to titling – please contact Manufactured Housing in this case)

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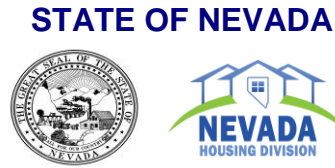
**Page 2 – Conversion to Real Property Process**

**B. CONVERSION TO REAL PROPERTY UPON THE SALE/PURCHASE 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 titled owner in Box #1
  - (c) Signed off by existing lienholder in Box #2, if applicable
  - (d) If a Dealer was involved, Dealer must sign in box #3 and include a properly completed DRS
  - (e) Completed, signed/notarized by Buyer in Box #4. Make sure all information here matches the title to the land exactly. Do NOT use “or” for vesting. (Please note, if title is in a Trust you will need to complete the proper Affidavit of Trustee documents found on our website at [mhd.nv.gov](http://mhd.nv.gov))
  - (f) New lienholder must be listed in Box #5, if applicable
  - (g) \$40 fee for conversion; additional \$40 fee for title transfer.
  
- (2) If no original Certificate of Ownership is available – (\*documents available on our website at [mhd.nv.gov](http://mhd.nv.gov))
  - (a) Current titled owner must complete and sign/notarize an \*Application for Duplicate Title
  - (b) Current titled owner must complete and sign/notarize a \*Bill of Sale to Buyer/Transferee
  - (c) Buyer/Transferee 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
  - (d) Existing lienholder must sign a \*Lien Satisfied form, if applicable
  - (e) New lienholder needs to be properly indicated on the Affidavit, Application for Certificate of Ownership, as well as the Affidavit of Conversion, if applicable
  - (f) Copy of Title Search from Manufactured Housing website, or Title Search Request and additional \$15.00 fee, to verify the current titled ownership.
  - (g) Dealer report of sale if a Dealer is involved in the transaction or sale.
  - (h) Original, or copy showing recording information, of the Affidavit of Conversion completed with all names and descriptions exactly matching all other documentation.
  - (i) Conversion Fee of \$40.00 PLUS title transfer fee of \$40 for EACH transfer of title.

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**Page 3 – Conversion to Real Property Process**

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

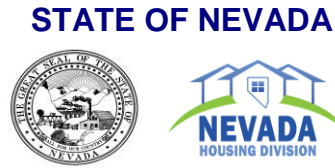
- (1) Original Certificate of Ownership –
  - (a) Signed/notarized by current titled owner in Box #1
  - (b) Signed off by existing lienholder in Box #2 if applicable
  - (c) Completed and signed/notarized by current titled owner in Box #4, with proper vesting and physical location showing as on existing Manufactured Housing title search
  - (d) If the current title to the home does not match the title to the land, a transfer of title will be required. Be sure that box #4 on the reverse of the title matches the title to the land and the names showing on the Affidavit of Conversion. Do NOT use “or” as vesting.
  - (e) New lienholder properly listed in Box #5
  - (f) Assessor signature on front indicating current taxes are paid in full
  - (g) Original or copy of recorded Affidavit of Conversion to Real Property
  - (h) \$40 Conversion fee plus \$40 for each title transfer if applicable
  
- (2) If no original Certificate of Ownership is available (\*documents available on website mhd.nv.gov)
  - (a) Current titled owner must complete and sign/notarize an \*Application for Duplicate Title
  - (b) Current titled owner must complete and sign/notarize an \*Affidavit Application for Certificate of Ownership – Assessor must sign that current taxes are paid. Make sure that the names and vesting on this document match the names and vesting of the land. Do not use “or” for vesting.
  - (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 on page 2
  - (e) Copy of Manufactured Housing Title Search, or Title Search Request and additional \$15.00 fee
  - (j) Original or copy of recorded Affidavit of Conversion completed with all names and descriptions exactly matching all other documentation.
  
- (3) Conversion Fee of \$40.00 plus \$40 for each title transfer if applicable.

**IN ALL INSTANCES, ALL DOCUMENTS MUST AGREE AND MUST MATCH THE MANUFACTURED HOUSING 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, LOCATED AT mhd.nv.gov.**

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**Page 4 – Conversion to Real Property Process**

**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 [mhd.nv.gov](http://mhd.nv.gov).

**TRUSTS**

If title is currently held in a Trust, or if you wish to title into the Trust prior to Conversion, please complete the appropriate Trust Form found on our website at [mhd.nv.gov](http://mhd.nv.gov).

1. Use the Affidavit, Trustee Appointment & Powers if the current Trustee is the same as the original Trustee – submit with the title page to the Trust, the page appointing Trustees, the page showing the “powers” (sell, finance, etc.) and the signature page.
2. Use the Affidavit, Successor Trustee Appointment & Powers if the Trustee has changed due to death – submit with a copy of the Trust pages in 1 above, plus the page showing the Successor Trustee appointment, and a copy of the death certificate for the deceased Trustee

**REFUSAL TO CANCEL A CERTIFICATE OF OWNERSHIP**

The Administrator of the 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 Manufactured Housing.

**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. All information must be legible. 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.