



DEPARTMENT OF BUSINESS AND INDUSTRY  
**MANUFACTURED HOUSING DIVISION**

1830 E. College Parkway, Suite 120, Carson City, NV 89706 775-684-2940 Fax 775-684-2949  
3300 W. Sahara Avenue, Suite 320, Las Vegas, NV 89102 702-485-4135 Fax 702-486-4309  
mhd.nv.gov

**PROCEDURE FOR DISMANTLING OF MOBILE HOME**

**NRS 461A.210 Notice to Division of demolition, dismantling or order for repair, vacation or demolition.** A notice identifying each mobile home which has been demolished, dismantled or the subject of an order issued pursuant to [NRS 461A.140](#), must be sent to the Division within 15 days after the demolition, dismantling or completion of all proceedings, including appeals, conducted in connection with the order. The notice must contain all available evidence of ownership or the certificate of title.

(Added to NRS by 1981, 1235; A [1993, 2054](#))

**\*\*DO NOT GIVE YOUR ORIGINAL TITLE TO YOUR CONTRACTOR OR TO THE LANDFILL COMPANY. IT MUST BE SURRENDERED TO MANUFACTURED HOUSING WITH THIS AFFIDAVIT\*\***

**\*\*Prior to the preparation of a home for dismantling, always contact your local Building Department to determine if they require any permits.**

**\*\*Park owners dismantling a tenants home – see NRS 118B.120 or contact the Division at the phone number below**

**WITHIN 15 DAYS AFTER DEMOLITION OR DISMANTLING, the OWNER dismantling a manufactured/mobile home, whether it be an individual or a manufactured/mobile home park, must complete the Affidavit of Dismantling form and submit the form to the Division along with:**

1. The original Certificate of Ownership signed/notarized off on the reverse, (if you do not have the original Certificate of Ownership, contact the Division at the number below).
2. The original Department of Housing and Urban Development (HUD) label (if the home is 1976 or newer), if available, AND;
3. Proof of Dismantling - Proof of dismantling the structure should be attached to the Affidavit of Dismantling form. Proof of dismantling may be one of the following:
  - A. A receipt from the landfill describing the manufactured/mobile home; OR
  - B. Verification by the Division (this may require an inspection and/or travel fee) -  
For Northern Nevada please call (775) 684-2940  
For Southern Nevada and Rural areas please call (702) 486-4002; OR
  - C. A photo of the structure/lot before dismantling and a photo of the structure/lot after dismantling, along with documentation from the contractor who demolished the structure.

**If you have any questions please call the Carson City Office at (775) 684-2940**



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**AFFIDAVIT OF DISMANTLING**

STATE OF NEVADA  
COUNTY OF \_\_\_\_\_)

The undersigned, \_\_\_\_\_

of address: \_\_\_\_\_  
Address City State Zip Code

upon oath states that he/she/they is/are the owner(s) of the structure described as:

Manufacturer \_\_\_\_\_ Model \_\_\_\_\_

Year: \_\_\_\_\_ Size: \_\_\_\_\_ Serial # \_\_\_\_\_

Located at: \_\_\_\_\_  
Address City State Zip

that said structure has been dismantled by affiant and that said structure is free and clear of any claims, liens, or encumbrances upon or against the same or to the affiant's ownership thereof; that the affiant makes this affidavit as an application to the Manufactured Housing Division, Department of Business and Industry, for the cancellation of the Certificate of Ownership for said structure. Affiant hereby surrenders the Certificate of Ownership, properly endorsed and/or other documents which prove affiant's ownership of said structure. The affiant shall and will assume, fully pay, satisfy and discharge any and all liens, claims, or encumbrances against said structure, and indemnify and save harmless said Manufactured Housing Division and the State of Nevada on account of the cancellation of said Certificate of Ownership.

IN WITNESS WHEREOF, this instrument has been executed under penalty of perjury:

Legal Owner Signature \_\_\_\_\_  
Print Name: \_\_\_\_\_

STATE OF \_\_\_\_\_ County of \_\_\_\_\_

Subscribed and sworn to before me, \_\_\_\_\_ the undersigned Notary  
(Notary Public Name)

Public, this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_ by \_\_\_\_\_  
(Name of person(s) signing document)

\_\_\_\_\_  
Notary Public Signature