



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
2501 E. Sahara Avenue, Suite 204, Las Vegas, NV 89104 702-485-4135 Fax 702-486-4309
mhd.nv.gov

Dismantling a Manufactured Home

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

Once necessary local permits are obtained, a Manufactured Housing Division licensed serviceperson, per NRS 489.102, is required to prepare the home for dismantling by disconnecting all utility hookups, and making the home ready to be transported or demolished on site.

Before and after pictures of the demolished home must be submitted to the Division. If the home is 1976 or newer, the HUD plate should be removed to be returned to the Division.

A licensed serviceperson is not required to actually dismantle the home once an MHD licensed serviceperson has prepared it for dismantling. The actual transportation of the dismantled home does not require a licensed person. If a transporter takes the home to a dump site, they must present you with proof that the home has actually been dismantled. **DO NOT GIVE YOUR ORIGINAL TITLE TO YOUR CONTRACTOR, GENERAL SERVICEPERSON OR TO THE LANDFILL COMPANY.** Pictures and receipt from the dump indicating the serial number of the home are your best evidence.

The original certificate of ownership, properly signed off on the reverse and notarized, must be surrendered to Manufactured Housing with your dismantling affidavit.

Finally, notify the Division that the home has been dismantled by following the procedure shown below and on our website using the proper forms found at:

Mhd.nv.gov
Forms
Title Forms
Affidavit of Dismantling



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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

(Revised 4/2016)