

**DIRECTIONS TO COMPLETE THE
AFFIDAVIT OF CONVERSION OF A MANUFACTURED HOME
FROM REAL TO PERSONAL PROPERTY**

****File with the Division of Manufactured Housing at least 30 days before removing the manufactured home ****

To remove a converted manufactured home from its site, the manufactured home owner must complete the Affidavit of Conversion:

1. Have each owner of the manufactured home sign the affidavit stating the purpose is to convert the manufactured home to personal property. Have each signature notarized.
2. Have the land owner(s) sign the affidavit. Have each signature notarized.
3. Have a representative from the Carson City Assessor's Office sign the affidavit confirming property taxes have been paid in full for the manufactured home and the real property.
4. Submit the affidavit and have it signed by an official from the Division of Manufactured Housing.
5. Record a copy of the fully-completed affidavit at the Carson City Recorder's Office, (775) 887-2260.
6. Return a recorded copy of this Affidavit of Conversion to the Carson City Assessor.
7. Submit required documents to Manufactured Housing to complete the process.

The assessor will remove the manufactured home from the upcoming July 1 tax roll when the manufactured home owner satisfies the following conditions:

1. The assessor receives written and notarized statements agreeing to the conversion from all holders of security interest in the manufactured home.
2. The assessor determines that before July 1 the owner removed the manufactured home from the real property to which it was affixed.

Please note: After the Division of Manufactured Housing issues you a certificate of ownership, allow the assessor to verify the title to your manufactured home.

Once the assessor knows your manufactured home has been converted from real to personal property, you can request a five day trip permit to remove the manufactured home from the Carson City Assessor's office.

A.P.N. # _____

WHEN RECORDED MAIL TO:

AFFIDAVIT

**CONVERSION OF MANUFACTURED HOME/MOBILE HOME
FROM REAL TO PERSONAL PROPERTY NRS 361.2445**

(File with the Division of Manufactured Housing at least 30 days before removing the manufactured home.)

**PART I. TO BE COMPLETED BY APPLICANT,
MANUFACTURED /MOBILE HOME INFORMATION**

Location address of Manufactured/Mobile home: _____

Model Year #: _____ Length: _____ Width: _____ Manufacturer: _____

Model: _____ Serial #: _____

PART II. OWNER SIGNATURE(S)

As the owners(s), I affirm the sole purpose for converting the manufactured home from real to personal property is to affect a transfer of the title to the manufactured home. I have given written notice to the Carson City Assessor.

(Print Owner Name)

(Owner Signature)

(Date)

State of _____

County of _____

This instrument was acknowledged before me on _____ by _____,
_____, _____, _____.

Notary Public

PART III. LAND OWNER SIGNATURE(S), IF REAL PROPERTY IS LEASED

As the owner of the real property located at:

_____ (Property Location) _____ (Assessor's Parcel Number),

I _____, consent to the conversion
of the above described manufactured home from real property to personal property.

_____ (Print Owner Name) _____ (Owner Signature) _____ (Date)

_____ (Print Owner Name) _____ (Owner Signature) _____ (Date)

State of _____
County of _____

This instrument was acknowledged before me on _____ by _____,
_____, _____, _____.

Notary Public

PART IV. LIENHOLDER SIGNATURE(S)

As a person who holds a legal interest in the real property to which the manufactured
home is affixed, I consent to the removal of this manufactured/mobile home.

LIEN HOLDERS NAME: _____

AUTHORIZED SIGNATURE NAME: _____
(PRINT NAME)

AUTHORIZED SIGNATURE: _____ **DATE:** _____

State of _____
County of _____

This instrument was acknowledged before me on _____ by _____,
_____, _____, _____.

Notary Public

PART V. CARSON CITY ASSESSOR/TAX RECIEVER SIGNATURE

I certify that all of the property taxes have been paid for the _____ fiscal year on the above described manufactured/mobile home and the real property to which it is affixed.

(Authorized Name and Title)

(Authorized Signature)

(Date)

PART VI. MANUFACTURED HOUSING DIVISION

As an authorized representative of the Manufactured Housing Division, I acknowledge receipt of this affidavit.

(Authorized Name and Title)

(Authorized Signature)

(Date)

Manufactured Housing Division will return this form to:

Name

Address

City, State and Zip

DISTRIBUTION:

**ORIGINAL TO MANUFACTURED HOUSING DIVISION
COPY TO LIENHOLDER OR OWNER/BUYER
COPY TO COUNTY ASSESSOR**