

CONVERSION FROM REAL TO PERSONAL PROPERTY

The following are instructions for the completion for an **Affidavit of Conversion of a Manufactured/Mobile Home from Real to Personal Property** when a homeowner is converting a manufactured/mobile home from real property to personal property.

An Affidavit of Conversion of a Manufactured/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 sited.

Part 1: This part of the form needs to be completed and signed by the recorded owner of the real property. All signatures must be notarized.

Part 2: The form now needs to be sent to the person or company who holds a legal interest in the Real Property to which the mobile is affixed. The lien holder will sign the form and send it back to you.

Part 3: After you receive the form back from the lien holder, you will need to send it to Manufactured Housing for their signature.

Part 4: After you receive the form back from Manufactured housing, the Assessors office can now sign, verifying the taxes have been **paid in full** for the fiscal year. Once the Assessor has signed off, the form must be recorded at the Recorders Office in the county in which the manufactured/mobile home is physically sited. You will need to get a copy from the recorders office to give to the Assessors office of the county in which the manufactured/mobile home is physically sited. The Assessors copy needs to be given immediately to the Assessors office so they may remove the Manufactured/Mobile home from the Real Property tax roll and put back on Personal Property Unsecured tax roll. The Recorders office will record the Affidavit and mail the original back to you in approximately two weeks. If you need to send the affidavit sooner than two weeks, you can request a *Certified Copy* from the Recorders Office. For recording fees, call the Recorders Office at (775) 463-6581.

The recorded *Affidavit of Conversion of a Mobile Home from Real to Personal Property* needs to be sent to Manufactured Housing along with the completed *Application for Certificate of Ownership*, and a check made out to Manufactured Housing in the amount of \$40.00.

A moving permit to remove the Manufactured/Mobile Home being converted to Personal Property cannot be issued until the *Affidavit of Conversion of a Mobile Home from Real to Personal Property* has been recorded.

ASSESSOR'S PARCEL # _____
COUNTY OF LYON

**AFFIDAVIT CONVERSION OF
MANUFACTURED/MOBILE HOME
TO REAL PROPERTY NRS 361.244**

**PART 1: MANUFACTURED/MOBILE HOME
INFORMATION (COMPLETED BY APPLICANT)**

- 1) Owner/Buyer Name(s): _____
2) Physical location of manufactured/mobile home: _____
City: _____ State: _____ Zip Code: _____
3) Mobile home description: Manufacturer: _____
Model: _____ Model Year: _____ Serial #: _____
Section 1: Length: _____ Width: _____
Section 2: Length: _____ Width: _____
Section 3: Length: _____ Width: _____
4) Mobile Home Dealer (if new unit): _____
5) Current Lien Holder: Name: _____
Address: _____ City: _____ State: _____ Zip: _____

PART II: OWNER/BUYER SIGNATURE(S)

The undersigned, as owner(s)/buyer(s) of the above described manufactured/mobile home and real property, agrees to the conversion of the above described unit from personal to real property and understands that any liens or encumbrances on that unit may become a lien or encumbrance on the land. PERSONAL PROPERTY TAXES MUST BE PAID IN FULL FOR THE CURRENT FISCAL YEAR. ALL DOCUMENTS RELATING TO THE MANUFACTURED/MOBILE HOME AS PERSONAL PROPERTY MUST BE SURRENDERED TO THE NEVADA MANUFACTURED HOUSING DIVISION. THIS CONVERSION IS NOT VALID UNTIL THE ISSUANCE OF A "REAL PROPERTY NOTICE" BY THE NEVADA MANUFACTURED HOUSING DIVISION. THE MANUFACTURED/MOBILE HOME WILL THEN BE PLACED ON THE NEXT SUCCEEDING TAX ROLL AS REAL PROPERTY.

SIGNATURE OF OWNER/BUYER DATE SIGNATURE OF OWNER/BUYER DATE

PRINT NAME OF OWNER/BUYER PRINT NAME OF OWNER/BUYER

COUNTY OF _____ STATE OF NEVADA

On _____, 20____, before me the undersigned, a Notary Public, in and for the State of Nevada, County of _____ personally appeared _____

and _____
who acknowledged that they executed this affidavit.

NOTARY PUBLIC STATE OF NEVADA

PLACE NOTARY SEAL ABOVE

PART III: LAND OWNER SIGNATURE (If Real Property is leased in accordance with NRS 361.244.1B)

As the owner of the real property listed at _____, I _____ consent to the conversion of the above described manufactured home from personal property to real property. Land owner agrees to the conversion of the above-described unit from personal to real property and understands that any liens or encumbrances on that unit may become a lien or encumbrance on that land.

SIGNATURE OF LAND OWNER DATE

SIGNATURE OF LAND OWNER DATE

PRINT NAME

PRINT NAME

On _____, 20____, before me the undersigned, a Notary Public, in and for the State of Nevada, County of _____ personally appeared _____ and _____ who acknowledged that they executed this affidavit.

NOTARY PUBLIC STATE OF NEVADA

PLACE NOTARY SEAL ABOVE

PART IV: TO BE COMPLETED BY COUNTY BUILDING DEPARTMENT OR NEVADA MANUFACTURED HOUSING DIVISION

- 1) The plot plan at this location verified by _____, Agency _____ Date _____
Manufactured Home meets Lyon County's minimum requirements for conversion from personal property to real property. Building Official: _____ Date: _____
- 2) Date of installation at this location: _____ / _____ Safety Certificate # _____

PART IV: TO BE COMPLETED BY COUNTY ASSESSOR

- 1) Land ownership & Manufactured Home Ownership verified by: _____
- 2) Legal description: Lot ___ block ___ Subdivision _____ Map number _____
- 3) Manufactured home account number: MH _____ Unit at this location since _____ (year)
- 4) Taxes paid in full for fiscal year _____ - _____ Verified by: _____ Date: _____

SIGNATURE (ASSESSOR)

When recorded, send this affidavit, a check for \$40 payable to Manufactured Housing and all signed mobile home title documents for this conversion to: Division of Manufactured Housing, 1830 E College Pkwy #120, Carson City, NV 89706

When recorded mail to:

Name: _____

Address: _____

City: _____ State: _____ Zip: _____