

CONVERSION OF MANUFACTURED/MOBILE HOME TO REAL PROPERTY

This is a cover sheet explaining the procedure for converting your manufactured home to real property.

THE ATTACHED AFFIDAVIT SHALL BE COMPLETED IN BLACK INK OR TYPEWRITTEN.

1. Completely fill out **PART I** of the attached Affidavit
2. Make sure you as the owner/buyer sign **PART II** in front of a **Notary**
3. Have the County Assessor complete **PART III**.
4. Have the Public Works Department complete **PART IV**.
5. Take the completed Affidavit to the Recorder's Office in the County Courthouse (20 S Main Street) and have the original **recorded**.
6. Then the original, recorded Affidavit **must be sent** with the **original title** and **\$40.00** to (we suggest you mail it Certified with Return Receipt):

Manufactured Housing Division
1535 Old Hot Springs Rd, Suite 60
Carson City, NV 89706
(775) 687-2060

Notes:

If **a title company** is handling the paperwork for you (processing fee is applicable), make sure they receive the original, recorded Affidavit so they can mail all the necessary paperwork for you. The title company will need to obtain the title from the current lien holder (if applicable).

If **you** are handling the conversion process yourself you will need to contact the current lien holder (if applicable) to notify them of your intent to convert your manufactured/mobile home to real property.

Be very careful with the serial number, the length of the manufactured/mobile home (feet or inches) and how you sign your name on this form. The information **must match exactly** as it appears on the title or Manufactured Housing will send the paperwork back to you or whoever handled the conversion for you. This is considered a legal document and must be filled out correctly.

When all the paperwork is filled out correctly, Manufactured Housing will then destroy the title and mail a copy of the Real Property Notice to the Assessor's Office and to your new lien holder (this process takes approximately 4-6 weeks). **Taxes must be paid in full** for the current fiscal year on the manufactured/mobile home. The Assessor's Office will then measure and inspect your home for the purpose of converting to real property. After the paperwork is completed by the Assessor's Office then **and only then will the conversion be complete** and the manufactured/mobile home will be placed on the next succeeding real property tax role.

According to **NRS 361.244**

2. A mobile home becomes real property when the assessor of the county in which the mobile home is located has placed it on the tax roll as real property. The assessor shall not place a mobile home on a tax roll until:

- a) He has received verification from the Manufactured Housing Division ...that there is no security interest in the mobile home or the holders of the security interests have agreed in writing to the conversion of the mobile home to real property.

If you have any questions, do not hesitate to contact the Eureka County Assessor's Office (775) 237-5270.

I the undersigned hereby affirm that the attached document, including my exhibits, hereby submitted for recording does not contain the social security number of any person or persons (Per NRS 239B.030)

ASSESSOR'S PARCEL # _____
COUNTY OF _____

When recorded mail to:

Name:

Address/ City/ State/ Zip:

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

PART I: TO BE COMPLETED BY APPLICANT

MANUFACTURED/MOBILE HOME
INFORMATION

1. Owner/Buyer name _____
2. Owner of land (if leased) _____
3. Physical location of manufactured/mobile home _____
4. Manufactured/mobile home description: Manufacturer _____ Model _____
Model Year _____ Serial # _____
Length _____ Width _____
5. Mobile Home dealer (if new unit) _____
6. Current lien holder (if any) _____
7. New lienholder:
Name _____
Address _____

PART II: OWNER/BUYER SIGNATURE(S)

The undersigned, as owner(s)/buyer(s) of the above described manufactured/mobile home and real property affirm that the home has been installed in accordance with all state and local building codes and agree(s) to the conversion of the above described home to real property, understanding that any liens or encumbrances on the unit may become a lien on the land. **THE COUNTY ASSESSOR WILL NOT SIGN THIS AFFIDAVIT UNTIL PERSONAL PROPERTY TAXES ARE PAID IN FULL FOR THE CURRENT FISCAL YEAR. ALL DOCUMENTS RELATING TO THE MANUFACTURED/MOBILE HOME AS PERSONAL PROPERTY MUST BE SURRENDERED TO THE MANUFACTURED HOUSING DIVISION. THIS CONVERSION IS NOT VALID UNTIL ISSUANCE OF A "REAL PROPERTY NOTICE". THE MANUFACTURED/MOBILE HOME WILL THEN BE PLACED ON THE SUCCEEDING TAX ROLL AS REAL PROPERTY.**

_____ SIGNATURE-OWNER/BUYER	_____ DATE	_____ SIGNATURE-OWNER/BUYER	_____ DATE
_____ PRINT NAME	_____ DATE	_____ PRINT NAME	_____ DATE
_____ SIGNATURE-OWNER/BUYER	_____ DATE	_____ SIGNATURE-OWNER/BUYER	_____ DATE
_____ PRINT NAME	_____ DATE	_____ PRINT NAME	_____ DATE

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

who acknowledged that _ he_ executed the affidavit.

Notary Public

PART III: TO BE COMPLETED BY COUNTY ASSESSOR

1. Assessor parcel # _____ is currently owned by _____
Signature below indicates that land ownership has been verified and any personal property taxes owed for the current fiscal year have been collected.

Signature of Assessor or Deputy Assessor _____ Date _____

PART IV: TO BE COMPLETED BY THE PUBLIC WORKS DEPARTMENT

1. Approved plot plan at this location verified by _____ Date _____
2. Foundation meets requirements for this jurisdiction for conversion from personal property to real property verified by _____ Date _____
3. Verification that running gear has been removed by _____ Date _____

DISTRIBUTION:

ORIGINAL TO MANUFACTURED HOUSING DIV.

COPY TO LIENHOLDER OR OWNER/BUYER

COPY TO COUNTY ASSESSOR

Chapter 15.08MOBILE HOMESSections:

- 15.08.010 Applicability.
- 15.08.020 Density.
- 15.08.030 Minimum setback.
- 15.08.040 Recreational vehicles as dwelling units.
- 15.08.050 Recreational vehicle storage.
- 15.08.060 Installation permit--Generally.
- 15.08.070 Permanent installation permit.
- 15.08.080 Temporary installation permit.
- 15.08.090 Permit required for utility connection.
- 15.08.100 Permit fee.
- 15.08.110 Grievance and variances.
- 15.08.120 Existing structures.
- 15.08.130 Violation--Penalty.
- 15.03.140 Conversion of a mobile home to real property.
- 15.08.150 Conversion of a mobile home from real property to personal property.

15.08.010 Applicability. For dwellings located outside mobile home and RV parks, the regulations set out in this chapter shall apply. (Ord. 11687 (part), 1987)

15.08.020 Density. Dwelling structures shall be placed at a density no greater than one per parcel, if the parcel is not greater than one acre. (Ord. 11687 §1, 1987)

15.08.030 Minimum setback. Minimum setback from all structures shall be seven and one-half feet from the dripline to the property line of the adjoining property. (Ord. 11687 §2, 1987)

15.08.040 Recreational vehicles as dwelling units. RV's smaller than three hundred twenty square feet shall not be placed on lots as dwelling units for a period that exceeds thirty days unless made permanent. (Ord. 11687 §3, 1987)

15.08.050 Recreational vehicle storage. Nothing herein shall be deemed to prohibit the storage of a recreational vehicle. Any vehicle hooked to a sewer system must have a permit. (Ord. 11687 §4, 1987)

15.08.120 Existing structures. This chapter shall not affect any existing structure, but any replacement structure must fully comply with this chapter. (Ord. 11687 §11, 1987)

15.08.130 Violation--Penalty. A. A violation of this chapter shall be treated as a misdemeanor, and the minimum fine for a violation of this chapter shall be five hundred dollars.

B. After a period of thirty days if the violation has not been removed it shall be treated as a subsequent offense. (Ord. 050699C (part), 1999: Ord. 11687 §§8, 9, 1987)

15.08.140 Conversion of a mobile home to real property. A. According to Nevada Revised Statutes 361.244: Classification of mobile homes and factory-built housing as real property.

1. A mobile home is eligible to become real property if the running gear is removed and it becomes, on or after July 1, 1979, permanently affixed to land which is owned by the owner of the mobile home.

2. A mobile home becomes real property when the assessor of the county in which the mobile home is located has placed it on the tax roll as real property. The assessor shall not place a mobile home on the tax roll until:

a. He has received verification from the manufactured housing division of the department of business and industry that there is no security interest in the mobile home or the holders of security interests have agreed in writing to the conversion of the mobile home to real property and he has received a "real property notice";

b. The unsecured personal property tax has been paid in full for the current fiscal year;

c. An affidavit of conversion of the mobile home from personal to real property has been recorded in the county recorder's office of the county in which the mobile home is located; and

d. The dealer or owner has delivered to the division a copy of the recorded affidavit of conversion and all documents relating to the mobile home in its former condition as personal property.

3. A mobile home which is converted to real property pursuant to this section shall be deemed to be a fixture and an improvement to the real property to which it is affixed.

4. Factory-built housing, as defined in Nevada Revised Statutes 461.080, constitutes real property if it becomes, on or after July 1, 1979, permanently affixed to land which is owned by the owner of the factory-built housing.

5. For the purposes of this section, "land which is owned" includes land for which the owner has a possessory interest resulting from a life estate, lease or contract for sale.

B. A request for inspection to convert a mobile home to real property must be submitted to the public works department the name, phone number and mailing address of the owner of the mobile home, as well as the address of the mobile home. An inspection fee of one hundred dollars must be paid (prior to or after the completion of inspection) to the public works department. This fee may be changed from time to time by resolution of the Eureka County commission.

All inspections of mobile home conversion will be made by the public works department, and the following must be present:

1. All mobile homes shall be set up as required by Nevada Revised Statutes 489 and shall have a current State of Nevada inspection certificate for that location.

2. All installations to be converted to real property shall have continuous poured in place footings under each support frame. Footings shall be a minimum sixteen inches by six inches with two No. 4 rebar in each footing, running continuous.

3. Tie-downs shall all be placed in the outside footings ten feet o.c. maximum, and twenty-four inches from the ends of all footing.

4. On existing mobile homes where poured-in-place runners exist, approved drive-in anchors may be allowed. The maximum distance between drive-in anchors shall be six feet o.c.

5. Perimeter enclosure must be constructed of concrete or concrete block, with a minimum width of four inches.

6. All perimeter concrete placed shall extend a minimum of thirty-six inches below grade where subject to freezing and thawing conditions.

7. Two access holes must be provided, minimum eighteen inches by twenty-four inches or larger.

8. Crawl space must be provided with adequate ventilation.

9. All wheels, axles, and tongues must be removed.

10. Upon approval from the public works department, alternate systems may be allowed. Minimum standards as set forth above must be met. Engineering and/or other supporting facts shall be supplied to the public works department.

All design and construction must incorporate good engineering standards and construction practices and shall not void the mobile home manufacturer's requirements.

When all the above requirements have been met, contact the Eureka County Assessor's Office, P.O. Box 88, Eureka, Nevada, 89316 or (775) 237-5270, to complete the conversion requirements. (Ord. 050699 (part), 1999)

REQUEST FOR INSPECTION TO CONVERT MOBILE/MANUFACTURED HOME TO REAL PROPERTY

Name _____ Phone _____

Mobile Home

Address _____

Mailing

Address _____

\$100.00 INSPECTION FEE

ALL INSPECTIONS OF MOBILE HOME CONVERSION WILL BE MADE BY THE EUREKA COUNTY PUBLIC WORKS DEPARTMENT, AND THE FOLLOWING MUST BE PRESENT:

1. The mobile home shall be set up as required by N.R.S. 489 and shall have a current State of Nevada inspection certificate for that location.
2. All installations to be converted to real property shall have continuous poured-in-place footings under each support frame. Footings shall be a minimum sixteen inches (16") x six inches (6") with two (2) #4 rebar in each footing, running continuous.
3. Tie-downs shall be placed in the outside footings ten feet (10') on center maximum, and twenty-four inches (24") from the ends of all footings.
4. On existing mobile homes where poured-in-place runners exist, approved drive-in anchors may be allowed. The maximum distance between drive-in anchors shall be six feet (6') on center.
5. Perimeter enclosure must be constructed of concrete or concrete block, with a minimum width of four inches (4").
6. All perimeter concrete placed shall extend a minimum of thirty-six inches (36") below grade where subject to freezing and thawing conditions.
7. Two access holes must be provided, minimum eighteen inches (18") x twenty-four inches (24") or larger.
8. Crawl space must be provided with adequate ventilation.
9. All wheels, axles, and tongues must be removed.
10. Minimum standards as set forth above must be met. Engineering and/or other supporting facts shall be supplied to the Public Works Department.

All design and construction must incorporate good engineering standards and construction practices and shall not void the mobile home manufacturer's requirements.

When all the above requirements have been met, contact the Eureka County Assessor's Office, 20 South Main St., P.O. Box 88, Eureka, Nevada, 89316 or call (775) 237-5270, to complete conversion requirements.

Public Works Inspector

Signature _____ **Date** _____

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