

The “How-Do-I” Guide for Manufactured Home/Mobile Homes

I bought a new manufactured/mobile home. What do I need to get the title (Vehicle Certificate of Ownership) and where do I go?

Go to the Licensing Division at the Auditor’s Office to process the title work and pay required fees. You will need to bring:

- The Manufactured Statement of Origin (obtained from the manufacturer or dealership)
- The invoice from the dealer/manufacturer or the Title Application with the WA Dealer section completed
- If all owners are not able to come into the Auditor’s Office, you will need a completed, notarized Vehicle Title Application (obtained at a vehicle licensing office or online at www.dol.wa.gov)
- If applicable, bring additional supporting documents, such as: Power of Attorney, Certificate of Trust, etc.

I want to transfer ownership of a used manufactured/mobile home. What do I need and where do I go?

Go to the Licensing Division at the Auditor’s Office to transfer ownership and pay required fees. You will need to bring:

- Ownership document, such as: Title (Vehicle Certificate of Ownership), Affidavit of Loss/Release of Interest, or Affidavit in Lieu of Title (If ownership document is unavailable, call the Licensing Division at the Auditor’s Office where the manufactured/mobile home is located to inquire about other documents that prove ownership.) If the title has already been eliminated, you will need to record a deed transaction at the Recording Division of the Auditor’s Office to transfer ownership.
- A signed Release of Interest from all owners, such as: Title (Vehicle Certificate of Ownership) or notarized release of interest on a DOL approved form (Obtained at a vehicle licensing office or online at www.dol.wa.gov)
- Clearance from the Treasurer’s office. Depending on the transaction, you will either get a Mobile Home Real Estate Excise Tax Affidavit or half sheet.
- If all owners are not able to come into the Auditor’s Office, you will need a completed, notarized Vehicle Title Application (obtained at a vehicle licensing office or online at www.dol.wa.gov)

- If applicable, bring additional supporting documents, such as: Power of Attorney, Certificate of Trust, etc.
- If the manufactured/mobile home was manufactured before June 15, 1976, the seller must complete a Mobile Home Notice Affidavit (obtained at a vehicle licensing office or online at www.dol.wa.gov)

I want to eliminate the title, process a transfer in location, or process a removal from real property. What do I need and where do I go?

Title Elimination: A title elimination converts the manufactured/mobile home from personal property to real property. It “ties” the manufactured/mobile home to the land. You must own the land where the home will be located. You will need to go to the Building Permit Office, the Treasurer’s Office, the Recording Division, and the Licensing Division to process the paperwork and pay required fees. You will need to bring:

- Manufactured Home Application (MHA) (Obtain form and instructions online at www.dol.wa.gov, at the Licensing Division of the Auditor’s Office, or at any licensing subagent). Follow the instructions for title elimination.
- Obtain approval signature from the Building Permit Office in box 5 of the MHA.
- Obtain a Mobile Home Real Estate Excise Tax Affidavit or half sheet from the Treasurer’s Office.
- Take the completed MHA to the Auditor’s Office to have Licensing approve the form in box 9 of the MHA.
- Take the completed MHA to the Auditor’s Office in the county where the manufactured/mobile home is located for recording.
- Take the recorded MHA to the Licensing Division. You will also need to bring:
 - Ownership document, such as: Title (Vehicle Certificate of Ownership), Affidavit of Loss/Release of Interest, or Affidavit in Lieu of Title
 - Release(s) of Interest, if applicable
 - Mobile Home Real Estate Excise Tax Affidavit or half sheet from the Treasurer’s Office
 - If applicable, bring additional supporting documents, such as: Power of Attorney, Certificate of Trust, Mobile Home Notice Affidavit, etc.

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Transfer in Location: A transfer in location allows the manufactured/mobile home to be moved to a different location. With a transfer in location the title remains eliminated. The owner(s) of the manufactured/mobile home must also own the land where the home is being moved to. If the home is being moved from one county to another, two manufactured home applications need to be completed and recorded in both counties. You will need to go to the Building Permit Office, a title company, the Treasurer's Office, the Assessor's Office, the Recording Division, and the Licensing Division to process the paperwork and pay required fees. You will need to bring:

- Manufactured Home Application (MHA) (Obtain form and instructions online at www.dol.wa.gov, at the Licensing Division of the Auditor's Office, or at any licensing subagent). Follow the instructions for Transfer in Location.
- Obtain signature from the title company in box 4 of the MHA.
- Obtain approval signature from the Building Permit Office in box 5 of the MHA.
- Obtain Tax Clearance/Moving Permit. Depending on the county, the permit is issued either at the Treasurer's or Assessor's Office.
- Obtain proof from the Treasurer's Office where the home is currently located that property taxes are paid.
- Take the completed MHA to the Auditor's Office to have Licensing approve the form in box 9 of the MHA.
- Take the completed MHA to the Auditor's Office where the manufactured/mobile home is located to be recorded. If the home will be moved to another county, complete two applications and record one in each county.

Removal From Real Property: This process removes the manufactured/mobile home from real property and creates a Title (Vehicle Certificate Of Ownership) with the Washington Department of Licensing allowing the home to be sold and moved. To re-title a previously eliminated title, complete a Manufactured Home Application (MHA) and record it with the County Auditor's Office. You will need to go to a title company, the Treasurer's Office, the Assessor's Office (depending on the county), the Recording Division, and the Licensing Division to process the paperwork and pay required fees. You will need to bring:

- Manufactured Home Application (MHA) (Obtain form and the instructions online at www.dol.wa.gov, at the Licensing Division of the Auditor's Office, or at any licensing subagent). Follow the instructions for Removal from Real Property.
- Obtain signature from the title company in box 4 of the MHA.
- Obtain a Mobile Home Real Estate Excise Tax Affidavit or half sheet from the Treasurer's Office.

- If the home is being moved, obtain Tax Clearance/Moving Permit. Depending on the county, the permit is issued either at the Treasurer's or Assessor's Office.
- Take the completed MHA to the Auditor's Office to have Licensing approve the form in box 9 of the MHA.
- Take the completed MHA to the Auditor's Office in the county where the manufactured/mobile home is located for recording.
- Take the recorded MHA to the Licensing Division. You will also need to bring:
 - Mobile Home Real Estate Excise Tax Affidavit or half sheet from the Treasurer's Office
 - If applicable, bring additional supporting documents, such as: Power of Attorney, Certificate of Trust, Mobile Home Notice Affidavit, etc.

Where Do I Go to Get a Moving Permit?

Depending on the county, the tax clearance moving permit can be issued by either the Treasurer's or Assessor's Office.

If the mobile home is going to be moved as a condition of sale, obtain a tax certificate (moving permit). There is no charge for the certificate. The tax certificate must be certified that property taxes on the manufactured/mobile home have been paid. If the mobile home is being moved to a different county, the Treasurer's office will collect the next year's taxes on the assessed value of the mobile home before they issue the move permit.

An orange decal will then be issued and must be displayed on the home while it is in transit to its new location.

Where Do I Go to Get a Manufactured/Mobile Home Destruction Notice?

Go to the County Assessor's Office to obtain a Manufactured/Mobile Home Destruction Notice (Taxpayer's Claim for Reduction of Assessments Resulting from Destroyed Real or Personal Property or Loss of Value in a Declared Disaster Area). The form is completed when the home has been in a fire and/or demolished.

What is a Mobile Home Notice Affidavit and when do I need it?

Sellers of a manufactured/mobile home built before June 15, 1976, must complete a Mobile Home Notice Affidavit to let the buyer know that local jurisdictions may deny a permit to site the home. Site denial may happen if the home fails to meet Federal Housing and Urban Development standards or a fire and safety inspection by the Department of Labor and Industries. You can get the form at any vehicle licensing office or online at www.dol.wa.gov.