

Tanya R. Giddings
Assessor

501 Tijeras Ave NW
Albuquerque, NM 87102-3174
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Damian Lara
Deputy Assessor
Chief Information Officer

Michelle L. Aguilar
Deputy Assessor
Chief Administration Officer

BERNALILLO COUNTY ASSESSOR

Manufactured Homes Tax Release Request
Tax Releases **Will NOT** Be Issued After 3:00pm Monday - Friday

Please Attach the Following Paperwork:

1. Manufactured Home Title (If copy we need front and back) -OR-
2. Manufactured Home Registration -OR-
3. MCO (Manufactured Certificate of Origin) -OR-
4. VIN Inspection with Surety Bond

Home is Currently Located at: _____
Street Lot# City State Zip

Title will be Transferred to: (Last Name and First Name Should be as it Appears on the Driver's License)

Add the Following Name(s) To the Title: _____

Remove the Following Name(s) From the Title: _____

Will Home Remain at Current Address: Yes No

If NO, Home will be Moved to: _____
Street Lot# City State Zip

If You are Moving the Manufactured Home to Private Land Located Within the County Limits;
We Need a Copy of the Placement Permit From the Bernalillo County Zoning Department.

Mailing Address of New Owner: _____
Street Lot# City State Zip

Phone Number of New Owner: () _____ Fax of New Owner: () _____

E-mail Address of New Owner: _____

Have Taxes Been Paid for the Previous Year: Yes No

If YES, What County: _____ Year(s): _____

If You Paid Taxes for the Past Two (2) Years and/or Current Year in Another County; We Need a Copy of the Tax Release from that County.

(CONTINUED)

Other Reason(s) for Tax Release

Place Lien: Yes No Remove Lien: Yes No

If YES, Name of Lien Holder: _____

Converting to Real Property UPC #*: _____ For Year: _____

Deactivating MH Title*: Yes No Applying for a NM Title: Yes No

*If You Are Converting the Manufactured Home to Real Property and Need to Deactivate the Manufactured Home Title; You Will Need to Provide the Following Documents:

- Request to Change Valuation Status Form
- Certification/Acknowledgement Form
- State of New Mexico Certificate

*In the Event That There is a Lien Against the Manufactured Home; We Need a **Release of Lien Letter** From the Lien Holder Unless the Manufactured Home Title Has the Signature of the Lien Holder Releasing the Lien.

*If You **DO NOT** Have a Copy of the Order of Events to Access a Manufactured Home as Real Property You Can Ask the Manufactured Home Staff for a Copy or Visit Our Website at: www.bernco.gov .

Repossession: Yes No

If YES, Name of Agency or Person Who Conducted the Repossession:

Name of Person Requesting Tax Release: _____

Phone Number of Person Requesting Tax Release: () _____

Thank you,

The Manufactured Home Team

Rocio Martinez / Mobile Home Supervisor / 222-3740 / rocmartinez@bernco.gov

Dolores Enriquez / Leader / 222-3807 / denriquez@bernco.gov

Vanessa Peywa / Leader / 222-3754/ ypeywa@bernco.gov

James Swann / Appraiser / 222-3752 / jswann@bernco.gov

Belinda Sedillo / Assessor Technician / 222-3734 / besedillo@bernco.gov

Fax Number / (505) 462-9880