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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

____ (Please Initial) The Manufactured Home Owner Needs to Notify the Bernalillo County Assessor's Office of Any Changes Occurring After Submitting a Petition for a Tax Release.

VIN #: _____ UPC #: _____

Is This Manufactured Home Part of the Mobile Homes Dealers Inventory? YES NO

Home is Currently Located at: _____
(please provide complete address)

How Long has this Manufactured Home Been in Bernalillo County? _____
(Month) (Day) (Year)

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

Who Did You Purchase This Manufactured Home From? _____

What was the Purchase Price? \$ _____ Date of Purchase: _____
(Month) (Day) (Year)

Add Name: _____ Remove Name: _____

Need Duplicate Manufactured Home Title: Yes No

Will Home Remain at Current Address: Yes No

If NO, Home will be Moved to: _____
(please provide complete address)

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

____ (Please Initial) It is the Responsibility of the Manufactured Home Owner to Call the County Where the Manufactured Home is Going to Be Moved to; In Order to Find Out If the Manufactured Home Meets the Requirements of That County Before Moving it.

(CONTINUED)

Mailing Address of New Owner: _____
(please provide complete address)

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

E-mail Address of New Owner: _____

Do You Need a Tax Calculation? Yes No

Have Taxes Been Paid for the Previous Year: Yes No Unknown

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

If You Paid Taxes for the Past Five (5) Years and/or Current Year in Another County OR State; We Need a Copy of the Tax Release from that County OR State.

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

*The Deadline to Convert Manufactured Home to Real Property is **January 1st**.

*If You **DO NOT** Have a Copy of the Order of Events to Assess 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: _____

Mailing Address: _____ Phone Number: _____

Name of Person Requesting Tax Release: _____ Date: _____

Phone Number of Person Requesting Tax Release: _____

The Manufactured Homes Department will issue the Tax Release Request **ONLY IF ALL INFORMATION and/or DOCUMENTS** needed are provided at the time of the request. However if any of this information or documentation is missing, the Manufactured Homes Department **WILL DENY YOUR TAX RELEASE REQUEST**.

If You Need Further Information, Please Call The Manufactured Homes Staff at (505) 222-3700. Thank You