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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 with Surety Bond

\_\_\_\_ **(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)

Who Did You Purchase This Manufactured Home From? \_\_\_\_\_

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

\_\_\_\_\_  
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;  
We 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

\*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.

\*The Deadline to Convert Manufactured Home to Real Property is **January 1<sup>st</sup>**.

\*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](http://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 Rocio Martinez (505) 222-3740 OR Vanessa Peywa (505) 222-3754. Thank You**