BERNALILLO COUNTY
MANUFACTURED HOME
ORDER OF EVENTS

HOME AS REAL PROPERTY --- THE LENDING INSTITUTION SHOULD INSTRUCT YOU

1. **CONTACT YOUR LENDING INSTITUTION ABOUT ASSESSING YOUR MANUFACTURED HOME FULLY.**

2. **IF YOUR MANUFACTURED HOME HAS YET TO BE INSTALLED, TALK TO THE MH-SELLER AND HAVE THEM CONTACT (Mike Montoya) AT 505-269-6707 AT THE MANUFACTURED HOUSING DIVISION ABOUT A FOUNDATION INSPECTION. TELL INSTALLER THAT YOU WANT A PERMANENT FOUNDATION.** New # 222-9870 for Inspectors

3. **IF YOUR MANUFACTURED HOME IS ALREADY INSTALLED, CONTACT AN (Inspector) AT THE MANUFACTURED HOUSING DIVISION ABOUT A FOUNDATION INSPECTION. YOU WILL NEED A COPY OF THE CRITERIA FOR PERMANENT FOUNDATION. BE SURE TO TELL THE INSPECTOR THAT THE MANUFACTURED HOME HAS ALREADY BEEN INSTALLED.**

4. **THE INSPECTOR WILL DO THE INSPECTION AT A COST OF $65.00 PER VISIT. BE SURE TO FOLLOW THE CRITERIA FOR PERMANENT FOUNDATION TO THE LETTER OR YOU WILL BE CHARGED FOR MORE THAN ONE INSPECTION.**

5. **AFTER YOU PASS THE INSPECTION, THE INSPECTOR WILL GIVE YOU A SIGNED CERTIFICATE. THE SIGNED CERTIFICATE MUST BE GIVEN TO THE ASSESSOR'S OFFICE (VERY IMPORTANT).**

6. **A "REQUEST TO CHANGE THE VALUATION STATUS FOR A MANUFACTURED HOME" IS ATTACHED TO THIS PACKET AND MUST BE COMPLETED AND GIVEN TO THE ASSESSOR'S OFFICE. THE ASSESSOR'S OFFICE WILL VERIFY THAT THE MANUFACTURED HOME AND THE LAND THAT IT SITS ON ARE IN THE SAME NAME, AND WILL REQUIRE FROM YOU A SIGNED COPY OF THE ENGINEER'S INSPECTION CERTIFICATE. THE ASSESSOR'S OFFICE WILL GIVE YOU THE SIGNED REQUEST FORM, STATING THAT THIS OFFICE INTENDS TO ASSESS THE MANUFACTURED HOME AS REAL PROPERTY UPON EVIDENCE OF DEACTIVATED TITLE. THE REQUEST FORM CAN THEN BE TAKEN TO YOUR LENDER.**

7. **ALL TAXES ON THE MANUFACTURED HOME MUST BE PAID IN FULL PRIOR TO RECLASSIFICATION OF THE PROPERTY.**

8. **YOU MUST MAIL A (LIEN FREE) TITLE OF YOUR MANUFACTURED HOME AND THE SIGNED ASSESSOR'S OFFICE FORM TO: MOTOR VEHICLE DIVISION, P.O. BOX 1028, SANTA FE, NM 87504. THERE MAY BE A PROCESSING FEE FROM THE MOTOR VEHICLE DIVISION THE MOTOR VEHICLE DIVISION WILL SEND PROOF TO THE ASSESSOR'S OFFICE CONFIRMING THAT THE TITLE HAS BEEN DEACTIVATED. THE MOTOR VEHICLE DIVISION WILL THEN SEND THE DEACTIVIATED TITLE TO THE LENDING INSTITUTION.**

9. **THE ASSESSOR'S OFFICE WILL THEN COMPLETE, THE APPRAISAL ON THE MANUFACTURED HOME AND WILL ASSESS THE MANUFACTURED HOME ALONG WITH THE LAND AS REAL PROPERTY. THIS REAL PROPERTY ASSESSMENT WILL NOT APPEAR ON THE ASSESSOR'S RECORDS UNTIL THE FOLLOWING YEAR.**

MANUFACTURED HOME

REQUEST TO CHANGE VALUATION STATUS
BERNALILLO COUNTY

I HEREBY REQUEST:

(1) The manufactured home described herein be valued for property tax purposes as real property and that it not be valued in accordance with Section 7-36-26 NMSA 1978 and:

(2) The title of said manufactured home will be **deactivated** in accordance with 18 NMAC 19.3.16.

This manufactured home has been permanently affixed to the land at the location described below.

I understand that honoring this request may change the amount of property tax assessed for current and future tax years. I also understand the treatment of this manufactured home as real property applies only for property taxation purposes, and that I must present the title to the Motor Vehicle Division free of liens and encumbrances.

Description of manufactured home

Manufacturer	Model	Size	Year
Serial#	Tax#(if app.)		
Physical location			

Person making request:

Name(print): **Phone:**

Address:

Signature:

The following portion to be completed by Bernalillo County Assessor's Office:

This Office certifies that the manufactured home described within this document will be valued for property taxation purposes as real property upon receipt of evidence that the title to the manufactured home has been **deactivated** in accordance with 18 NMAC 19.3.16.

Signed _____

Title _____ Date _____

A manufactured home may be valued as real property ***only if:***

(1) the tongue and axles have been removed,
(2) the home is affixed to a permanent foundation on the land on which it is located,
(3) the owner of the manufactured home owns the land on which the manufactured home is located, and
(4) all liens and encumbrances against the motor vehicle title have been satisfied or released.

The County Assessor may require evidence, such as a copy of an on-site appraisal, that these conditions have been met.

Please be sure to enter the complete manufacturer's serial number in the space provided.

If the manufactured home has been valued as a manufactured home under Section 7-36-26 NMSA 1978 at the same site, enter the property identification number (found on the notice of valuation or the property tax bill) in the space provided.

After the County Assessor has completed this form, mail it, along with the motor vehicle title, to:

Motor Vehicle Division
Vehicle Services Bureau
PO BOX 1028
Santa Fe, NM 87504-1028

The Motor Vehicle Division will deactivate the title only if all liens and encumbrances have been satisfied or released.

18 NMAC 19.3.16

DEACTIVATION OF TITLE TO A MANUFACTURED HOME: Title issued pursuant to the provisions of the Motor Vehicle Code to a manufactured home shall be deactivated by the Department when:

1. The person in whose name the manufactured home is titled request, in writing, that the Department deactivate the title.

2. The title is free and clear of all recorded liens and encumbrances.

3. The valuation authority certifies to the Department that, once title is deactivated, the housing structure will be taxed as real property.

CERTIFICATION / ACKNOWLEDGEMENT

We hereby certify the manufactured home meets the requirements of the New Mexico Manufactured Housing Division Act and Regulations (MVD 93-1) and its amendments pertaining to the placement of this home on a permanent foundation.

We understand and agree to comply with the requirements of the Bernalillo County Assessor. If this home is, or has been, assessed as a mobile home, the owner agrees that all prior and current property taxes will be paid in full before conversion to real property status occurs.

OWNER REQUEST

It is the intent that the manufactured home, ID number_____ located at _____ will not be moved, and I / we request the assessor conduct a field inspection to certify this manufactured home has been placed on a permanent foundation and be assessed as real property.

PROPERTY OWNER	**DAYTIME TELEPHONE**
PROPERTY OWNER	**DAYTIME TELEPHONE**

STATE OF NEW MEXICO)
) Ss
COUNTY OF BERNALILLO)

The foregoing instrument was acknowledged before me this _____day of _____, 2009

By _____

_____
Notary Public

My commission expires: _____.

A conversion by the Office of the Bernalillo County Assessor from mobile home to real property status is for property tax purposes only and for no other purposes.

FOR OFFICE USE ONLY:

UPC _____

If assessed – MH UPC _____

Permit Summary

Powered by *KIVA*

Permit:	FOU 2003001678	Temporary:	FOU UNAVAILABLE
Description:	MANUFACTURED HOUSING FOUNDATION		
Project:			
Status:	DONE	Entered:	29-Dec-2003
Issued:	29-Dec-2003	Completed:	13-Feb-2004
Location Description:	S ON HWY 217 LEFT TO MANZANO SPRINGS TO SUNDANCE KIT, EAST TO DOC HOLLIDAY RIGHT ON TOM HORN CT		

Scope of Work

Code	Description

Parcel Information

Address	City
17 Tom Horn Ct	

People

Fees

Fee Code	Description	Fee Amount	Amount Due
MHDFOUNDTN	MHD PERMANENT FOUNDATION FEE	$55.00	$0.00
HUDFOUNDT	HUD PERMANENT FOUNDATIION FEE	$10.00	$0.00
	Total:	$65.00	$0.00

Required Inspections

Inspection	Description	Passed Date
5006	MHD PERMANENT FOUNDATION	11-Feb-2004

Inspection History

Inspection	Result	Completed	Inspector	Schedule
5006—MHD PERM FOUNDTN	PASS	11-Feb-04	KIRKS	13-Feb-2004

Quantities

Activities

Description	Assigned	Nodes Beg	Nodes End	Dur	Scheduled	Completed	Decision
There are no activities for this application.							

SAMPLE

STATE OF NEW MEXICO
MANUFACTURED HOUSING DIVISION

APPROVED

This installation conforms to the
Manufactured Housing Act and Regulations.

Permit No._____

Address_____

_____ _____
Inspector Date

SAMPLE

SMALL GREEN FORM

BERNALILLO COUNTY ASSESSOR'S OFFICE
MANUFACTURED HOME DEPARTMENT
PUBLIC INFORMATION
Procedure for Obtaining A Tax Release or No Liability Form

1. Either a TITLE or CERTIFICATE OF VEHICLE REGISTRATION is required in Order for a tax release to be issued. A vehicle registration application may be Substituted for a title or certificate of vehicle registration ONLY if it has been Signed by the Motor Vehicle Division and if it includes a license number.

2. Taxes for previous years, if owing, and for the current tax year must be paid in full before a tax release will be issued. Between January 2 and September 30, taxpayers must pay taxes in advance for the current calendar year. Taxpayers must submit payments in full to the Treasurer's Office after obtaining the required paperwork from the Assessor's Office.

3. The treasurer's Office calculates all taxes owing when the taxpayer comes in to obtain a tax Release. The paperwork may be prepared in advance if the caller notifies the County Assessor's Manufactured Home Department with the following information:

   a. Ownership as listed on title
   b. Location of manufactured home
   c. Size of manufactured home
   d. Year of manufactured home
   e. Make of manufactured home
   f. Vehicle identification (VIN#)
   g. License plate# (s)

4. **Tax release are required for the following purposes:**

   a. Title transfer
   b. Movement of manufactured home
   c. Repossession
   D. Release of lien/place a lien
   e. Add or drop a name on title
   f. Loan purpose/refinancing
   g. Filing for a New Mexico Title
   h. Conversion from MH to Real Property
   I. Deactivating or Reactivating Title

5. **The following information or documentation is required in order to obtain a Tax Release:**

   a. New owner(s) name as it will appear on the title
   b. New property address where the manufactured home will be moved to And the mailing address if different from the location of the manufactured home.
   c. If a manufactured home is being repossessed, an affidavit of repossession Must be provided.
   d. Divorce Decree if the manufactured home has been awarded to a spouse.
   e. Death Certificate if the owner is deceased.
   f. Space number if moving into a mobile home park.
   g. Required paperwork to Reassess MH to Real property

6. As a courtesy to manufactured home tax payers, the county assessors office Recommends that out-of-state manufactured home owners obtain a Taxation and Revenue form TS44 to provide the Motor Vehicle Division along with their tax release. * Notification of movement to another county is the responsibility of the Owner.

If you have any questions concerning the above referenced information, please contact the Assessors Manufactured Home Department at **(505) 222-3700 – FAX (505) 222-3770.**