



BERNALILLO COUNTY ASSESSOR'S OFFICE

Most Frequently Asked Questions for the Manufactured Home Rendition:

1. Do I have to provide the Assessor's Office with a copy of my manufactured home title or certificate?

Answer - Yes, you will have to provide a copy of your manufactured home title or certificate *only* if the information needs to be updated with our office.

2. What should I do if I can't find my manufactured home title and I do not remember the information pertaining to year, make, size, VIN number, or license plate number?

Answer - This information will be located on your most recent Notice of Value or Property Tax Bill. If you cannot find the information, please write a note on the bottom of the report stating you do not have the information concerning your manufactured home. Do not forget to provide your contact information such as a phone number or email address so that our staff can call you back in the event that they have questions for you.

3. What if I have no changes to report?

Answer - Even if there are no changes to your manufactured home you are still required to complete this report and return it to us before the deadline of Feb. 28, 2018. This will verify that you are still the owner of this manufactured home and that the mailing and location of the manufactured home is current and accurate.

4. What if I don't remember the date the manufactured home was purchased, when the manufactured home was moved to Bernalillo County, or the purchase price?

Answer - The more information we have on file, the better our ability to locate and assess the manufactured home for you. Providing our office with as much information as possible ensures accurate data which then translates to fair and equitable assessments across the county.

5. What is the Legal Description?

Answer - The legal description is another identifier of the property that contains the year, size and grade of the manufactured home. If you do not know the legal description, you should write N/A.

6. I have been paying my property taxes why am I getting this rendition report?

Answer - This report is something the Assessor's Office is mandated to send out per state statute 7-36-26, to gather the most up-to-date information for assessment purposes. This report is not related to whether or not property taxes have been paid.

7. What is a Tax Release?

Answer - A tax release is a legal document that guarantees that property taxes have been paid for a specific tax year on the specific manufactured home.

8. What do I do in the event that I lost my manufactured home report?

Answer - Please let us know, and we can work with you to get you a new report. Have your UPC# or VIN# ready for us.

9. I sold this manufactured home, why am I getting this report?

Answer - Please contact us, this means you are still listed as the owner. Provide us with as much information as possible concerning the new owners - such as name, phone number and the current location of the manufactured home.

10. What do I do in the event my manufactured home was damaged or had fire damage?

Answer - Please write either a letter, or email us at assessor@bernco.gov, identifying the manufactured home by the VIN # or UPC # and let us know what happened, when it happened and if it was a total loss. In the event that it was a fire, provide us with a copy of the fire report. Don't forget to include your phone number or an email address in the event that we have questions.

11. What should I do if this manufactured home has never been in Bernalillo County, or it was moved outside of Bernalillo County?

Answer - Please write a letter, or send an email to assessor@bernco.gov letting us know which county the manufactured home currently resides in. Provide us with as much information as possible and remember to include your name, and contact information so we can contact you if we have questions.

12. This is the first time I have seen this report – have you mailed this out before?

Answer - This is the first year the rendition report was mailed to property owners of manufactured homes. We will be mailing this report out every year moving forward.

Updated Jan. 11, 2018 JO

13. Since my manufactured home is on a permanent foundation, do I need to fill out this form?

Answer - If your manufactured home is on permanent foundation and not assessed together with the land – *Yes*, you must complete the report and mail it back to us.

In the event that your manufactured home is on permanent foundation and is assessed together with the land, then *No*, the report was sent to you in error. Please write – “manufactured home assessed as real property” and return the report to us.

14. Will I receive a Mobile Home Identification Sticker?

Answer- No, we are not providing Mobile Home Identification Stickers. We are acknowledging the receipt of your manufactured home report.

15. Who is eligible for the Head of Family exemption?

Answer -Head of Family means an individual New Mexico resident who is either (1) married, (2) widow or widower, (3) head of household furnishing more than one-half the cost of support of any related person, or (4) a single person.

Those eligible for the exemption of \$2,000 off taxable value need apply for it only once and it will remain applicable for subsequent years. Only one family exemption per household is permitted and it can only be applied for one property in the State of New Mexico.