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PROCEDURE TO CONVERT A MANUFACTURED HOME TO REAL ESTATE

PROPERTY OWNER

1. A) The property owner is required to fill out an application, which is available at the Auditor's Office. Complete the form, have it notarized and return it to the Auditor's Office to be processed. All of the necessary requirements to qualify as real property must be completed before the inspection will be scheduled. You may attach two (2) photographs of the manufactured home, front view and back view showing it is sitting on a permanent foundation, wheels and axles removed. This will help increase the processing time of the application. **The parcel of property to which the manufactured home is to be converted, and the title of the manufactured home must be recorded in the same name.**
- B) If there is a lien or mortgage on the manufactured home consent to transfer **must** be obtained from the lienholder/mortgagor prior to starting the process to convert the manufactured home to real property. The lienholder/mortgagor **must** sign the application before we will process.

AUDITOR'S OFFICE

2. The application will be reviewed by the Auditor's Office and you will be notified by written notice, approving or denying the request.

TREASURER'S OFFICE

3. After the manufactured home taxes are paid in full for the entire year to the Clermont County Treasurer's Office, 101 East Main Street, 2nd floor, Batavia, Ohio 45103, a tax stamp will be affixed to the title so that it may be surrendered to the County Auditor. The manufactured home taxes **must** be paid in full before the certificate of title can be surrendered.

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4. A) The certificate of title along with the original letter that was sent to the property owner approving the application must be presented to the County Auditor for surrender.
- B) If the certificate of title is held by a lienholder/mortgagor they shall surrender the certificate of title to the County Auditor within thirty days after both of the following have occurred:
 - a. The homeowner has provided written notice to the lienholder requesting that the certificate of title be surrendered to the County Auditor.
 - b. **The homeowner has either paid the lienholder the remaining balance owed to the lienholder, or with the lienholder's consent, executed and delivered to the lienholder, a mortgage on the home and land on which the home is sited in the amount of the remaining balance owed to the lienholder. The title cannot be surrendered without the cancellation of the lien.**
5. The County Auditor shall deliver the certificate of title to the Clerk of Courts where it shall be inactivated and retained for a period of thirty years.
6. Notice is sent to the owner of verification of the surrender of title and year when the manufactured home will be taxed as real estate.