

## **Procedure to transfer a Manufactured Home from Real Property back to a Certificate of Title**

A manufactured home may be removed from real estate **only** to be replaced with another home, or to leave the site at which it was converted to real estate. The original manufactured home must be physically removed from the foundation to which it was converted.

### **STEP 1- (PROPERTY OWNER) ORC 4505.11**

- A) The property owner must notify all lien holders / mortgagor, and provide the Auditor's Office with a signed affidavit from all lien holders / mortgagor and from all property owners authorizing consent to remove from real property.
- B) Provide the Auditor's Office with a **current** title search done within the last 30 days.
- C) Prorated taxes for current Tax year must be paid to the Treasurer's Office.

### **STEP 2- (AUDITOR'S OFFICE)**

- A) Upon receipt of the consent authorization and current title search by the Auditor, the property owner will receive a letter from the Auditor's Office stating the manufactured home will be taken off the tax duplicate as real estate when notified by the Clerk of Courts that a new title has been issued.

### **STEP 3- (CLERK OF COURTS)**

- A) The property owner will present Clerk of Courts, Title Division, with the letter provided by the Auditor's Office.
- B) A new certificate of title will be established in the name of the **current property owner**. Manufactured home may then be removed from existing location.
- C) The Clerk of Courts Office will notify Auditor's Office on new ownership of manufactured home, a copy of the new title, and the location.

### **STEP 4- (PROPERTY OWNER) ORC 4503.06 (b) (1a,b,c)**

- A) Manufactured home must be removed from permanent foundation and a relocation notice must be purchased to move the manufactured home from property.
- B) Destroyed property form to be filed with Auditor's office after home has been removed.

### **STEP 5 – (AUDITOR'S OFFICE)**

- A) The Auditor's Office will provide written notice to appraisers for a property adjustment to determine a new value.