

LINCOLN COUNTY, COLORADO ASSESSOR, CLERK, TREASURER

Check list to re-establish title on a used manufactured home that is 25 years old or older; that is taxed separately on the tax rolls; and hasn't been under the same ownership for ten years (In Lieu of Bond Process)

You must obtain:

VIN Verification (Form 2698). This must be obtained from the County Assessor's office, law enforcement (City or Town Police Dept. in incorporated areas; or the County Sheriff's Dept. in unincorporated Lincoln County.

NOTE: A VIN inspection requires the Vehicle Identification Number (VIN) of the manufactured home to be physically seen by the person inspecting. The physical location of the VIN may be in one of several different places depending on the home, and may be inside or outside of the home. It is the homeowner's responsibility to locate the VIN and make the VIN physically accessible to the person inspecting.

Owner must apply for title using In Lieu of Bond for a Manufactured Home 25 years old or older instructions. Instructions (shown below) may also be found on Form DR2463 and may be obtained from the County Clerk's office, or online at: Colorado Department of Revenue, select Forms and Publications, Motor Vehicle, then select the appropriate form needed.

Complete a Colorado title record search. Submit the following to the Colorado Department of Revenue Division of Motor Vehicles. Blank forms may be obtained from the County Clerk's office, or online at: Colorado Department of Revenue, select Forms and Publications, Motor Vehicle, then select the appropriate form needed.

- Title Information Request (Form DR2539)
- VIN Verification (Form DR2698)
- \$2.20 (payable to the Colorado Department of Revenue)
- Requestor Release and Affidavit of Intended Use (Form DR2489)
- Statement of Fact (Form DR2444)
- Proof of ownership (Bill of Sale, Deed etc.)

You must obtain from the County Treasurer's office:

Tax Authentication. You must obtain this from the County Treasurer. The County Treasurer will charge a \$10 fee for the authentication, and all outstanding taxes on the manufactured home must also be paid at this time.

The Colorado Department of Revenue will send you a letter regarding the results of the Colorado title record search. You must then submit the following to the vehicle licensing section in the County Clerk's office:

Tax Authentication

Letter from the Colorado Department of Revenue title search

VIN Verification

Form 2394 Bond Statement and In Lieu of Bond Affidavit. Blank forms

may be obtained from the County Clerk's office, or online at: Colorado Department of Revenue, select forms and Publications, Motor Vehicle, then select the appropriate form needed.

Form 2395 (Title & Registration Application) and applicable title fees.

Blank forms may be obtained from the County Clerk's office, or online at: Colorado Department of Revenue, select Forms and Publications, Motor Vehicle, then select the appropriate form needed. The fees will be collected by the County Clerk's office.

Proof of notification (returned undeliverable) to owner (if applicable).

Must be certified letter, return receipt.

Proof of ownership of real property where the manufactured home is located (Warranty Deed, Court Order, etc.) You should have these documents in your possession.

You must submit for recording to the recording section of the County Clerk's office (recording fees will be charged):

The Manufactured Home Transfer Declaration (MHTD) (if applicable).

If the manufactured home is being sold, this form must be completed and signed by the buyer or the seller. (Writable form*)

Verification of Title Application. Obtained from the vehicle licensing section as part of the process above.

Copy of the ownership documents.

*Writable forms may be filled in online and printed. The filled in portions will not be saved after printing. Writable forms can be found at Colorado Department of Property Taxation. Select the option "Forms" and the appropriate form needed.