

## LINCOLN COUNTY, COLORADO ASSESSOR, CLERK, TREASURER

### **Check list to re-establish title for a used manufactured home currently assessed separately as a manufactured home: (Purged Bill of Sale process)**

- for which the owner does NOT have a title
- that has been on the tax roll under the same ownership for at least 10 years with a title number available

#### **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 Delta 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.**

#### **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.

A Letter of (10) year Ownership. This document must be obtained from the County Treasurer

#### **You must then submit for a title in the vehicle licensing section in the County Clerk's office:**

Tax Authentication

Letter of (10 year) Ownership

VIN Verification

DR2116 Motor Vehicle Bill of Sale. 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.

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

Manufactured Home Title. Copy of the front and back

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

\*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.