



**LINCOLN COUNTY, COLORADO  
ASSESSOR, CLERK, TREASURER**

Check list 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

-AND-

- the owner wishes to be permanently affixed to the land

**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 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 or Assessor

**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.

**After you receive the title from the Colorado Department of Revenue you must obtain from the County Treasurer's office:**

**Tax Authentication.** You must obtain a new Tax Authentication from the County Treasurer indicating the home is now being purged. The County Treasurer will charge a \$10 fee for the authentication, and any outstanding taxes on the manufactured home must also be paid at this time.

**To complete the purge process, you must then submit the following to the vehicle licensing section in the County Clerk's office:**

Tax Authentication.

Form DR2180 (Owner's Request to Purge). 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 must be signed by the Assessor's office prior to submitting to the County Clerk's office.

Form DR2171 (Lender's Request to Purge) (if applicable). 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 must be signed by the lender prior to submitting to the County Clerk's office.

Manufactured Home Title

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

Certificate of Permanent Location. This form must be completed, signed, and notarized. (Writable form\*)

Letter of Purged Ad Valorem. NOTE: It may take several business days for the County to receive the Letter of Purged Ad Valorem from the Colorado Department of Revenue after Forms DR2180 and/or DR2171 are submitted to the County Clerk's office.

Manufactured Home Title. Copy of the front and back

**NOTES:**

Manufactured homes permanently affixed to land located in incorporated cities and towns must have a signature of the authorized city or town building inspector or designated official on the Certificate of Permanent Location. In unincorporated areas of the County, the County Assessor's office is not responsible for determining if the manufactured home is on a permanent foundation. The Assessor's office is NOT responsible for determining if either the home or the foundation does or will meet any building, plumbing, or electrical codes.

\*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.