

LINCOLN COUNTY, COLORADO
ASSESSOR, CLERK, TREASURER

Check list to remove a permanently affixed (purged) manufactured home and re-establish title:

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:

Statement of Taxes due for the real property to which the manufactured home is affixed. You must obtain this from the County Treasurer. All outstanding taxes on the land and manufactured home must also be paid at this time.

You must have the following documents available before you can proceed further with re-establishing title:

Proof of recorded Certificate of Permanent Location (Affixed after July 1, 2008). If this document has not been previously recorded, the form must be completed, signed, notarized and recorded. The Clerk and Recorder will charge to record this document. (Writable form*)

-OR-

Proof of recorded Affidavit of Real Property (Affixed prior to July 1, 2008). If this document has not been previously recorded, you must first do a Colorado title record search (see below); then the Affidavit of Real Property can be recorded, along with the letter received from the Colorado Department of Revenue. (Writable form*)

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 Colorado Department of Revenue)
- Requestor Release and Affidavit of Intended Use (Form DR2489)
- Statement of Fact (Form DR2444)

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

You must contact the Assessor's office:

Request they separate the manufactured home from the real property and establish a separate manufactured home account number.

After the new manufactured home property tax account has been created you must then 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 tax authentication.

To obtain a title you must submit to the vehicle licensing section of the County Clerk's office:

Form 2395 (Title and/or 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.

Tax Authentication

VIN Verification

Recorded Certificate of Permanent Location (Affixed after July 1, 2008) (copy)

-OR-

Recorded Affidavit of Real Property (Affixed prior to July 1, 2008). (copy)

Proof of ownership history of the real property (i.e. all previous deeds).

You should have these documents in your possession.

Certificate of Removal

The Manufactured Home Transfer Declaration (MHTD). This form must be completed showing the names on the title application. (Writable form*)

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) (original)

Tax Authentication (copy)

Certificate of Removal (copy)

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

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 (when this form is required). In unincorporated areas of the County, the County Assessor's office is 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.