



## Finance and Business Operations Division

Treasury Operations

Department of Executive Services

King Street Center

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### INFORMATION RELEVANT TO TRANSFER OF MOBILE/MANUFACTURE HOME SITTING ON REAL ESTATE/PRIVATE LAND.

Changes on the way REETAs for Land + Mobile Home are certified by Treasury and recorded are in effect. Please read carefully:

1. Mobile Home title has been eliminated:
  - a) If the Mobile Home title has been eliminated, a copy of the recorded form must be presented OR the recording number must be included in the REETA form section 7.
  - b) Forward REETA & confirmation of title elimination to Treasury for certification.
  - c) Treasury will certify REETA and you will be able to record as you did before. Property taxes must be current, **and description of MH shall be listed in the legal description**.
2. Mobile Home title is **NOT eliminated**:
  - a) Title can be eliminated first and then REETA Land + MH can be recorded as shown above.
  - b) For a MH with valid title, two REETAs must be recorded. Real Estate REETA for the land and a separate Mobile home REETA for the MH only.
    - i. For the Mobile Home REETA to be certified by Treasury, property taxes MUST be paid in full for the year.
    - ii. MH REETAs must be recorded in person, requiring wet signatures (original).
    - iii. The assessed value of the mobile home is a required field. Contact the Department of Assessments to obtain that information.
    - iv. After the MH REETA is recorded, don't forget to stop at the Licensing Office to transfer title to the new owner.
3. If not sure if title has been eliminated or not, please reach out to the Department of Licensing with the mobile home VIN or serial number for confirmation then depending on the answer, follow steps 1 or 2 described above.