



# Manufactured Structures

## ***Assessor's Office***

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Effective June 1, 2013 **Appointments Required.**  
Please contact our office for an appointment.

## **Manufactured Structure Transactions:**

Information about selling, moving or demolishing a manufactured structure, as well as exempting a structure from title.

Ownership Transfers are processed at the County Assessor's Office, through a title company or a dealer. The Oregon Department of Motor Vehicles is no longer involved in this process. Effective May 1, 2005, responsibility for maintaining ownership and site information for manufactured structures transferred from the Oregon Department of Motor Vehicles (DMV) to the State of Oregon's [Building Codes Division \(BCD\)](http://www.bcd.oregon.gov). Homeowners and other interested parties should no longer contact the DMV if they buy, move, or otherwise change the status of a manufactured home or other manufactured structures. Instead, most transactions will now take place at the County Assessor's Office, which will be acting on behalf of BCD.

Manufactured structures are also known as manufactured dwellings, manufactured homes, mobile homes, or park model homes. These structures are typically a minimum of 8-1/2 feet wide and can be moved to a new location.

Deschutes County will update tax records only after the transfer with the Building Codes Division is completed. Until the transfer is complete, Deschutes County will continue to show the selling party as being the owner, and therefore responsible for all property taxes. Simply signing off on a title or sales agreement does not transfer ownership.

To download forms, please visit <http://www.bcd.oregon.gov/lois> or <http://www.deschutes.org/page/manufactured-structures>.

## **INSTRUCTIONS AND CHECKLIST FOR MANUFACTURED STRUCTURE TRANSACTIONS**

### **TRANSACTION REQUIREMENTS FOR EVERY TRANSACTION:**

- All taxes must be paid in full. From July 1 until the tax roll is certified, pre-collection of taxes is also required (unless *otherwise noted*).
- All fees and taxes must be paid. All fees are NON-REFUNDABLE.
- All transactions require the completion of a Supplemental Information form. (BCD #440-1066)

### **Notes:**

- *Fee for research by Assessor's Office staff costs \$65.00 per hour, half hour minimum, and is payable in advance.*

For additional information and to download forms, visit <http://bcd.oregon.gov/lois/index.html> or <http://www.deschutes.org/assessor/page/manufactured-structures>; or contact the Assessor's Office at (541) 388-6508.

# Transaction Types:

## Selling a Manufactured Home?

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### ❖ Ownership Change Only documentation needed:

1. Completed Notice of Sale/Change of Ownership Form (BCD #440-2952)
2. Bill of Sale (BCD #440-3925)
3. Signed title or ownership document
4. Security interest holder release or approval of sale (BCD #440-2948 or BCD #440-2952)
5. Supplemental Information form (BCD #440-1066)
6. Completed Affidavit to Establish Ownership of a Manufactured Structure (BCD #440-2947) *Contact our office regarding this document to find out when and how to complete this form at (541) 388-6508.*
7. \$120.00 fee

**NOTE: If ownership changes due to death, the following documents are required:**

1. If right of survivorship is checked:
  - a. Copy of decedent's death certificate
2. If no right of survivorship:
  - a. Completed Affidavit of Transfer of Interest by Inheritance without Probate (BCD# 440-2946) or copy of probate papers
  - b. Copy of decedent's death certificate

### ❖ Divorce documentation needed: *Contact our office at (541) 388-6508*

### ❖ Person signing for a Limited Liability Company (LLC): If an LLC is buying or selling a manufactured home, the person signing the documents must provide proof that he/she has right to sign for the LLC.

### ❖ Adding Security Interest Holder(s) documentation needed:

**(NO TAXES TO BE COLLECTED IF THIS IS THE ONLY ACTION OCCURRING)**

1. Complete Manufactured Structure Security Interest Change form (BCD #440-2948)
2. Signed title or ownership document
3. Supplemental Information form (BCD #440-1066)
4. \$120.00 fee

### ❖ Removing Security Interest Holder(s) documentation needed:

**(NO TAXES TO BE COLLECTED IF THIS IS THE ONLY ACTION OCCURRING)**

1. Complete Manufactured Structure Security Interest Change form (BCD #440-2948) or Notice of Sale/Change of Ownership form (BCD #440-2952)
2. Signed title or ownership document
3. Supplemental Information form (BCD #440-1066)
4. \$120.00 fee

### ❖ Repossession/Foreclosure documentation needed:

1. Complete the Certificate of Repossession form (BCD #440-3926)
2. Title or ownership document signed off from security interest holder *(if applicable)*
3. Complete Notice of Sale/Change of Ownership form (BCD #440-2948)
4. Bill of Sale (BCD #440-3925)
5. Supplemental Information form (BCD #440-1066)
6. \$120.00 fee

## ❖ Abandonment documentation needed:

**These will be done after the abandonment process is complete and the Tax Office gives authorization to process.**

1. Abandonment Certification for Manufactured Structures (BCD #440-2951)
  - By signing this document, the lien claimant (usually the park) is saying that there is no security interest holder claiming the home.
2. Include a copy of the abandonment letter (usually from the park manager or owner of the land)
3. Copy of Affidavit of Publication and the publication from newspaper (*if available*)
4. Complete Notice of Sale/Change of Ownership form (BCD #440-2952)
5. Bill of Sale (BCD #440-3925)
6. Supplemental Information form (BCD #440-1066)
7. \$120.00 fee

## Moving a Manufactured Home?

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Before moving a manufactured structure, you will need to secure a placement permit from your local Planning Department to be sure that the manufactured structure may be sited at the new location.

When you have a placement permit from Planning, either the Assessor's Office or a licensed mover can issue a trip permit. There is a \$5.00 trip permit fee per section and a \$30.00 county movement fee. We will ask you for the transporter's name and the placement permit number.

To obtain a trip permit for a home moving out of Deschutes County all taxes for the current fiscal year must be paid, in addition to all prepaid taxes for the upcoming tax year.

You will receive a tax bill from the county where the manufactured home was sited on January 1 of the current year. A manufactured home that moves within the state of Oregon between January 1 and December 31 will be assessed and billed at the new location the next fiscal tax year. No prepayment taxes will be collected on a manufactured home that moves out of state on or after January 1 and prior to July 1. Prepayment of taxes will be collected on homes that move out of the state on or after July 1.

## ❖ Manufactured Structure Move only documentation needed:

**TRIP PERMIT - Expires 30 days from issue date**

**IF MOVING OUT OF COUNTY, ALL PRE-PAID TAXES MUST BE PAID.**

1. Complete Multi Purpose Change form (BCD #440-2972)
2. Signed title or ownership document
3. Security Interest holder release or approval
4. New location/county (Placement permit from planning department)
5. Transporters name and phone number
6. Supplemental Information form (BCD #440-1066)
7. Trip permit fee: \$5.00 per section
8. County movement fee: \$30.00
9. \$120.00 fee

## ❖ Manufactured Structure Move and Ownership Change documentation needed:

**TRIP PERMIT - Expires 30 days from issue date**

**IF MOVING OUT OF COUNTY, ALL PRE-PAID TAXES MUST BE PAID.**

1. Complete Notice of Sale/Change of Ownership form (BCD #440-2952)
2. Bill of Sale (BCD #440-3925)
3. Signed title or ownership document
4. Security Interest holder release or approval
5. New location/county (Placement permit from planning department)
6. Transporters name and phone number
7. Supplemental Information form (BCD #440-1066)
8. Trip permit fee: \$5.00 per section
9. County movement fee: \$30.00
10. \$120.00 fee

## Exempting from Title or Removing Exemption of a Manufactured Home

Your DMV title or Ownership Document may be eligible for the exemption process if you own the land the manufactured home is located on. This exemption means that the structure is recorded as part of the land (de-titled) and is considered real property for assessment purposes. If your manufactured structure is already exempt, you do not need to complete any forms unless you are going to move the structure. Therefore, when transferring ownership of your property by deed recording, your manufactured structure will also be transferred. For more details on how to complete this process, please contact us at (541) 388-6508 or you may contact any title insurance company.

### ❖ Exemption of a Manufactured Home documentation needed:

1. If **NO** ownership change:
  - a. Complete Multi Purpose Change form (BCD #440-2972)
  - b. Signed title or ownership document
  - c. **Title report - Lot Book no older than 7 days**
  - d. Security interest holder release for the home or authorization
  - e. Complete county form "Application and Certification Exempting a Manufactured Structure from Ownership" (security interest holder on land does not need to sign application)
  - f. Present to Assessor's staff for review (prior to recording)
  - g. **Record** the "Application and Certification Exempting a Manufactured Structure from Ownership" form at the County Clerk's Office; recording fees apply, see County Clerk for details
  - h. Return one copy of the recording and all other applicable forms to the Assessor's Office (upon Assessor approval, release is granted)
  - i. Supplemental Information form (BCD #440-1066)
  - j. \$120.00 fee
2. If changing ownership:
  - a. Complete Notice of Sale/Change of Ownership form (BCD #440-2952)
  - b. Bill of Sale (BCD #440-3925)
  - c. Signed title or ownership document
  - d. **Title report - Lot Book no older than 7 days**
  - e. Security interest holder release for the home or authorization
  - f. Complete county form "Application and Certification Exempting a Manufactured Structure from Ownership" (security interest holder on land does not need to sign application)
  - g. Present to the Assessor's staff for review (prior to recording)
  - h. **Record** the "Application and Certification Exempting a Manufactured Structure from Ownership" form at the County Clerk's Office; recording fees apply, see County Clerk for details
  - i. Return one copy of the recording and all other applicable forms to the Assessor's Office (upon Assessor approval, release is granted)
  - j. Supplemental Information form (BCD #440-1066)
  - k. \$120.00 fee

### ❖ Removal of Exemption on a Manufactured Home documentation needed:

1. If **NO** ownership change:
  - a. Complete Multi Purpose Change form (BCD #440-2972)
  - b. Complete Affidavit to Establish Ownership of a Manufactured Structure (BCD #440-2947) only if the owner(s) is different than the owner(s) that originally exempted the manufactured structure
  - c. **Title report - Lot Book no older than 7 days**
  - d. Complete county form "Application to Remove Manufactured Home from Exempt Status" (Owners and security interest holders must sign and have it notarized)
  - e. Present to Assessor's staff for review (prior to recording)
  - f. **Record** the "Application to Remove Manufactured Home from Exempt Status" form at the County Clerk's Office; recording fees apply, see County Clerk for details
  - g. Return one copy of the recording and all other applicable forms to the Assessor's Office (upon Assessor approval, release is granted)
  - h. Supplemental Information form (BCD #440-1066)
  - i. \$120.00 fee

2. If changing ownership:
  - a. Complete Notice of Sale/Change of Ownership form (BCD #440-2952)
  - b. Complete Affidavit to Establish Ownership of a Manufactured Structure (BCD #440-2947) only if the owner(s) is different than the owner(s) that originally exempted the manufactured structure
  - c. Bill of Sale (BCD #440-3925)
  - d. **Title report - Lot Book no older than 7 days**
  - e. Complete county form "Application to Remove Manufactured Structure from Exempt Status" (Owners and security interest holders must sign and have it notarized)
  - f. Present to Assessor's staff for review (prior to recording)
  - g. **Record** the "Application to Remove Manufactured Structure from Exempt Status" form at the County Clerk's Office; recording fees apply, see the County Clerk for details
  - h. Return one copy of the recording and all other applicable forms to the Assessor's Office (upon Assessor approval, release is granted)
  - i. Supplemental Information form (BCD #440-1066)
  - j. \$120.00 fee
- *A Security Interest Change Form with the lender's release does NOT mean the home can be removed from the property unless it was the original lender when the home was exempted. Anytime an exemption is being removed, if there is a lien on the property, a letter from the current lender must be provided saying the home can be moved off the property.*

## **Demolishing on Site or Taking Manufactured Home to Landfill**

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In order to be able to demolish or take a manufactured home to the landfill, you must be the owner of record (see instructions regarding "Selling a Manufactured Home"). If demolishing a manufactured structure onsite, you will need to check with the planning department (City or County) to assure you need or don't need a permit to demolish the structure. Please bring pictures of the manufactured structure before, during and after the demolition and any receipts with dates (i.e. dump receipts, contractor, metal/scrap recycler).

**If moving out of Deschutes County, all pre-paid taxes must be paid. Currently, the only landfill (local) that accepts disposal of manufactured homes is the Crook County Landfill.**

*Please bring pictures of the manufactured structure before, during and after the removal or demolition and any receipts with dates (i.e. dump receipts, contractor, metal recycler).*

If taking a manufactured structure to the landfill (non-exempted home), you will need to do the following:

1. Complete a Multi Purpose Change form (BCD #440-2972) or Notice of Sale/Change of Ownership form (BCD #440-2952)
2. Signed title or ownership document
3. Supplemental Information form (BCD #440-1066)
4. Trip permit fee: \$5.00 per section
5. County movement fee: \$30.00
6. \$120.00 fee

If taking a manufactured structure to the landfill (exempted home), you will need to do the following:

1. Complete a Multi Purpose Change form (BCD #440-2972) or Notice of Sale/Change of Ownership form (BCD #440-2952)
2. Complete Affidavit to Establish Ownership of a Manufactured Structure (BCD #440-2947) only if the owner(s) is different than the owner(s) that originally exempted the manufactured structure
3. Supplemental Information form (BCD #440-1066)
4. **Title report - Lot Book no older than 7 days**
5. Complete county form "Application to Remove from Exemption" (Owners & security interest holders must sign and have it notarized)
6. Present to Assessor's staff for review (prior to recording)
7. **Record** the "Application to Remove from Exemption" form at the County Clerk's Office; recording fees apply, see County Clerk for details
8. Return one copy of the recording and all other applicable forms to the Assessor's Office (upon Assessor approval, release is granted).
9. Trip permit fee: \$5.00 per section
10. County movement fee: \$30.00
11. \$120.00 fee

## Link to Forms:

Ownership Change	Transaction Fee and or Taxes*	FORM #	FORM NAME
<i>Person to person change of ownership. Involving both parties, with proof of ownership, including BCD Ownership Document or DMV Title</i>	\$120	<a href="#">Form 1066</a> <a href="#">Form 2952</a> <a href="#">Form 3925</a> <a href="#">Form 2948</a>	Supplemental Information Notice of Sale/Change Ownership Bill of Sale Security Interest Change
<i>Involving an abandonment See ORS 90.425 or 90.675</i>	\$120	<a href="#">Form 1066</a> <a href="#">Form 2952</a> <a href="#">Form 3925</a> <a href="#">Form 2951</a>	Supplemental Information Notice of Sale/Change Ownership Bill of Sale Abandonment Certification
<i>When one of the current owners is deceased, w/out right of survivorship.</i>	\$120	<a href="#">Form 1066</a> <a href="#">Form 2952</a> <a href="#">Form 2946</a> <a href="#">Form 2947</a>	Supplemental Information Notice of Sale/Change Ownership Inheritance Affidavit Affidavit to Establish Ownership
<i>Involving bank or security interest holder repossession.</i>	\$120	<a href="#">Form 1066</a> <a href="#">Form 2952</a> <a href="#">Form 3926</a>	Supplemental Information Notice of Sale/Change Ownership Certificate of Repossession
<i>For use when the original ownership document has been misplaced.</i>	\$120	<a href="#">Form 1066</a> <a href="#">Form 2972</a>	Supplemental Information Multi-Purpose Change
<b>Lien Release</b>			
<i>To receive an ownership document showing free and clear ownership.</i>	\$120	<a href="#">Form 1066</a> <a href="#">Form 2948</a>	Supplemental Information Security Interest Change
<i>Exempting or Removing exemption of your Manufactured Structure.</i>		<a href="#">Form 1066</a> <a href="#">Form 2952</a> <a href="#">Form 2972</a>	Supplemental Information Notice of Sale/Change Ownership Multi-Purpose Change
<i>*Plus any recording fees, charged by the County Clerk</i>	\$120*		
		<a href="#">Application to Exempt</a> <a href="#">Remove from Exempt</a>	Exemption Application Exemption Removal
Forms may also be accessed at <a href="http://bcd.oregon.gov/lois/forms.html">http://bcd.oregon.gov/lois/forms.html</a>			
For additional assistance call 541-388-6508			