



Manufactured Structures

Assessor's Office

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(541) 388-6508
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Effective June 1, 2013 Appointments Required.

Please contact our office for an appointment.

Manufactured Structure Transactions:

Information about selling, moving, exempting or removing exemption and demolishing a manufactured structure

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 \(BCD\)](#). Homeowners and other interested parties should no longer contact the DMV if they buy, move, or otherwise change the status of a manufactured structure. Instead, most transactions will now take place at the County Assessor's Office, which will be acting on behalf of the 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.

PLEASE SEE BELOW FOR INSTRUCTIONS AND REQUIREMENTS ON COMPLETING A MANUFACTURED STRUCTURE TRANSACTION

TRANSACTION REQUIREMENTS FOR EVERY TRANSACTION:

- All taxes must be paid in full. From July 1 until the tax roll is extended, pre-collection of taxes is also required (unless otherwise noted).
- All fees and taxes must be paid. All fees are NON-REFUNDABLE. Payment by cash or check only will be accepted for all fees other than tax payments. Contact the Deschutes County Tax Office to find out what payment methods other than cash or check will be accepted (541) 388-6540.
- 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, 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.

Selling a Manufactured Home

❖ Ownership Change Only:

1. Notice of Sale/Change of Ownership form (BCD #440-2952)
2. Bill of Sale form (BCD #440-3925)
3. Signed title or ownership document
4. Security interest holder release or approval (BCD #440-2948 or #440-2952)
5. Supplemental Information form (BCD #440-1066)
6. Affidavit to Establish Ownership of a Manufactured Structure (BCD #440-2947) *Contact the Assessor's Office for assistance with when form is needed and how to complete it at (541) 388-6508.*
7. \$120.00 fee - cash or check only, payable to Deschutes County Treasurer

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

1. If owners have right of survivorship:
 - a. Copy of decedent's death certificate
2. If owners do not have right of survivorship:
 - a. Copy of decedent's death certificate
 - b. Copy of probate papers if decedent's will went through probate
 1. Affidavit of Transfer of Interest by Inheritance Without Probate form (BCD #440-2946) must be filled out if decedent's will did not go through probate.

❖ Divorce: *Contact the Assessor's Office to determine what documentation is needed at (541) 388-6508*

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

❖ Adding Security Interest Holder(s):

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

1. Complete Manufactured Security Interest Change form (BCD #440-2948)
2. Signed title or ownership document
3. Supplemental Information form (BCD #440-1066)
4. \$120.00 fee - cash or check only, payable to Deschutes County Treasurer

❖ Removing Security Interest Holder(s):

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 - cash or check only, payable to Deschutes County Treasurer

❖ Repossession/Foreclosure:

1. Certificate of Repossession form (BCD #440-3926) or a letter from bank stating the home has been foreclosed upon
2. Title or ownership document signed off from security interest holder
3. Notice of Sale/Change of Ownership form (BCD #440-2948)
4. Bill of Sale form (BCD #440-3925)
5. Supplemental Information form (BCD #440-1066)
6. \$120.00 fee - cash or check only, payable to Deschutes County Treasurer

❖ Abandonment:

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 structure.
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. Notice of Sale/Change of Ownership form (BCD #440-2952)
5. Bill of Sale form (BCD #440-3925)
6. Supplemental Information form (BCD #440-1066)
7. \$120.00 fee - cash or check only, payable to Deschutes County Treasurer

Moving a Manufactured Home?

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 the planning department, 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. You will need to provide the transporter's name and the placement permit (must at least have placement permit number). To obtain a trip permit for a structure 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 structure was sited on January 1 of the current year. A manufactured structure that moves within the state of Oregon between January 1st and December 31st will be assessed and billed at the new location the next fiscal tax year. No prepay taxes will be collected on a manufactured structure that moves out of the state of Oregon on or after January 1 and prior to July 1 of the current year. If a manufactured structure is moving out of the state of Oregon after July 1, prepayment taxes will be collected.

❖ Manufactured Structure Move Only (No Ownership Change):

TRIP PERMIT - Expires 30 days from issue date

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

1. Multi Purpose Change form (BCD #440-2972)
2. Signed title or ownership document
3. Interest holder release or approval
4. Placement permit from planning department
5. Transporter's name and phone number
6. Supplemental Information form (BCD #440-1066)
7. Fees - cash or check only, payable to Deschutes County Treasurer:
 - a. Trip permit fee: \$5.00 per section
 - b. County movement fee: \$30.00
 - c. \$120.00 fee

❖ Manufactured Structure Move and Ownership Change:

TRIP PERMIT - Expires 30 days from issue date

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

1. Notice of Sale/Change of Ownership form (BCD #440-2952)
2. Bill of Sale form (BCD #440-3925)
3. Signed title or ownership document
4. Interest holder release or approval
5. Placement permit from planning department
6. Transporter's name and phone number
7. Fees - cash or check only, payable to Deschutes County Treasurer:
 - a. Trip permit fee: \$5.00
 - b. County movement fee: \$30.00
 - c. \$120.00 fee

Exempting a manufactured structure from title

Your manufactured structure may be eligible for the exemption process if you own the land the manufactured structure is located on. This exemption means that the structure is recorded as part of the land account 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. Exempting a manufactured structure means that 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:

1. **If NO ownership change:**
 - a. Multi Purpose Change form (BCD #440-2972)
 - b. Signed title or ownership document
 - c. **Title report - Lot Book not older than 7 days**
 - d. Security interest holder release for the home or authorization
 - e. County form "Application and Certification Exempting a Manufactured Structure from Ownership" (owners must have form notarized but security interest holder on land does not need to sign document)
 - f. Present to Assessor's Office staff for review (prior to recording)
 - g. **Record** the "Application and Certification Exempting a Manufactured Structure from Ownership" document 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 - cash or check only, payable to Deschutes County Treasurer

2. **If changing ownership:**
 - a. Notice of Sale/Change of Ownership form (BCD #440-2952)
 - b. Bill of Sale form (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. County form "Application and Certification Exempting a Manufactured Structure from Ownership" (owners must have form notarized but security interest holder on land does not need to sign document)
 - g. Present to the Assessor's staff for review (prior to recording)
 - h. **Record** the "Application and Certification Exempting a Manufactured Structure from Ownership" document 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 - cash or check only, payable to Deschutes County Treasurer

❖ Removal of Exemption Status:

1. **If NO ownership change:**
 - a. Multi Purpose Change form (BCD #440-2972)
 - b. **Title report - Lot Book no older than 7 days**
 - c. County form "Application to Remove Manufactured Structure from Exempt Status" (owners and security interest holders must sign and have form notarized)
 - d. Present to Assessor's staff for review (prior to recording)
 - e. **Record** the "Application to Remove Manufactured Structure from Exempt Status" document at the County Clerk's Office; recording fees apply, see County Clerk for details
 - f. Return one copy of the recording and all other applicable forms to the Assessor's Office (upon Assessor approval, release is granted)
 - g. Supplemental Information form (BCD# 440-1066)
 - h. \$120.00 fee - cash or check only, payable to Deschutes County Treasurer

2. If changing ownership:
 - a. Notice of Sale/Change of Ownership form (BCD# 440-2952)
 - b. Bill of Sale form (BCD# 440-3925)
 - c. **Title report - Lot Book no older than 7 days**
 - d. County form "Application to Remove Manufactured Home from Exempt Status" (owners and security interest holders must sign and have form notarized)
 - e. Present to Assessor's staff for review (prior to recording)
 - f. **Record** the "Application to Remove Manufactured Home from Exempt Status" document at the County Clerk's Office; recording fees apply, see the 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 - cash or check only, payable to Deschutes County Treasurer

Demolishing a manufactured structure or taking to landfill

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 ownership needs to be changed in addition to demolishing or taking to the landfill). If demolishing a manufactured structure onsite, you will need to check with the planning department (City or County) to find out if a permit to demolish the structure is required. Please bring pictures of the manufactured structure before, during and after the demolition and any receipts with dates (i.e. dump receipts, contractor, metal recycler, etc.).

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

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

1. 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. Fees - cash or check only, payable to Deschutes County Treasurer
 - a. \$5.00 per section for trip permit fee
 - b. \$30.00 county movement fee
 - c. \$120.00 fee

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

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

1. Multi Purpose Change form (BCD# 440-2972) or Notice of Sale/Change of Ownership form (BCD# 440-2952)
2. Supplemental Information form (BCD# 440-1066)
3. **Title report - Lot Book no older than 7 days**
4. County form "Application to Remove Manufactured Structure from Exempt Status" (owners and security interest holders must sign and have form notarized)
5. Present to Assessor's staff for review (prior to recording)
6. **Record** the "Application to Remove Manufactured Structure from Exempt Status" form at the County Clerk's Office; recording fees apply, see County Clerk for details
7. Return one copy of the recording and all other applicable forms to the Assessor's Office (upon Assessor approval, release is granted)
8. Fees - cash or check only, payable to Deschutes County Treasurer
 - a. \$5.00 per section trip permit fee
 - b. \$30.00 county movement fee
 - c. \$120.00 fee

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

Links 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	Form 1066 Form 2952 Form 3925 Form 2948	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	Form 1066 Form 2952 Form 3925 Form 2951	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	Form 1066 Form 2952 Form 2946 Form 2947	Supplemental Information Notice of Sale/Change Ownership Affidavit of Inheritance Affidavit to Establish Ownership
<i>Involving bank or security interest holder repossession</i>	\$120	Form 1066 Form 2952 Form 3926	Supplemental Information Notice of Sale/Change Ownership Certificate of Repossession
<i>For use when the original ownership document has been misplaced</i>	\$120	Form 1066 Form 2972	Supplemental Information Multi-Purpose Change
Lien Release			
<i>To receive an ownership document showing free and clear ownership</i>	\$120	Form 1066 Form 2948	Supplemental Information Security Interest Change
<i>Exempting or Removing exemption of your Manufactured Structure</i>		Form 1066 Form 2952 Form 2972	Supplemental Information Notice of Sale/Change Ownership Multi-Purpose Change
<i>*Plus any recording fees, charged by the County Clerk</i>	\$120*	Application to Exempt Remove from Exempt	Exemption Application Exemption Removal

For additional assistance call the Deschutes County Assessor's Office at 541-388-6508.