



To affix MH - One MH Owner must also be owner of real property. Any other MH owner's agree to relinquish their rights on form.

START
Affixed MH Procedure
(If assessed as real property or
affixed on/after July 1, 2008)

New Steps to
process identified
as Underlined

Recording fee - \$6 for 1st
page, \$5 each add'l page
Title fee - \$7.20
Security agreement (if
applicable) - \$5/page up to
legal, \$10/page if larger

Required Forms
located at
www.dola.colorado.gov/dpt/forms

Certificate of
Permanent Location &
Tax Authentication
required

Follow Remove/
Destroy MH from
Land

Active title record on
DOR computer
system?

Out of State Title
or MSO?

Authorized Agent will:
Photocopy Ownership Document and
destroy original
(if MSO – Bill of Sale is also required
and collect applicable sales tax)

Title Available?

Purged Ad Valorem
on file?

Owner/lien holder must:
Complete a new title to
establish ownership
documentation. Examples
- Duplicate, Bond for Title,
Lieu of Bond, or complete
the Purged Bill of Sale
Procedure, etc.)

Authorized Agent will
photocopy ownership
document and retain
copy or give to owner
for further processing
(County Descretion)

Submit to DMV:
1. Certificate of Permanent
Location
2. Copy of ownership
document (and Bill of Sale if
MSO)
3. Letter of verification of
Purge Ad Valorem (if previous
CO record)
4. Recording fees

Forward to Clerk & Recorder:
1. Certificate of Permanent Location
with
Copy of out of state title
or
MSO w/Bill of Sale
or
Letter of verification of
Purge Ad Valorem (and copy of
previous CO title if available)

Authorized Agent will:
1. Collect DR2180
(Owner's Request to
Purge) and DR2171
(Lender's Request to
Purge - if applicable)

Authorized Agent:
Complete change title to flag
record Purged Ad Valorem on
County database.

Clerk & Recorder will file & record:
1. Certificate of Permanent Location
with
Copy of out of state title
or
MSO w/Bill of Sale
or
Letter of verification of
Purge Ad Valorem (and copy of
previous CO title if available)

Send to DOR:
1. Title
2. DR2180
and DR2171 (If
applicable)

Recording will make the recorded
documents available to the Assessor.

DOR:
-Completes Purge Ad Valorem
-Send Verification to Requestor
and County Clerk

Requestor or county (at
county descretion) will:
Hold copy of title and Cert of
Permanent Location until
Verification of Purge Ad
Valorem is received.

Recording will return original
documents to owner/lien holder.

END