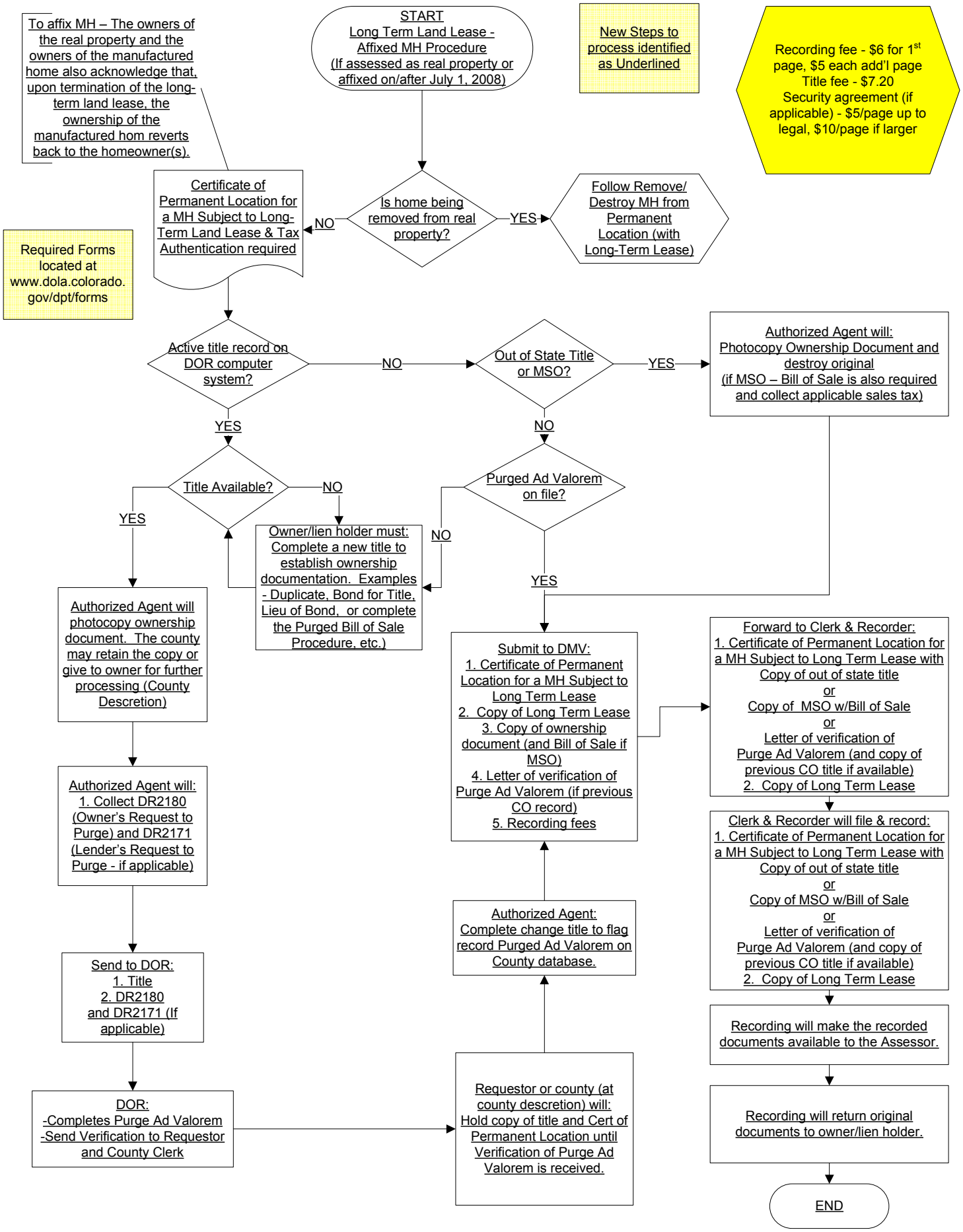
START
Long Term Land Lease - Affixed MH Procedure
(If assessed as real property or affixed on/after July 1, 2008)
New Steps to process identified as Underlined
Recording fee - $6 for 1st page, $5 each add'l page
Title fee - $7.20
Security agreement (if applicable) - $5/page up to legal, $10/page if larger
To affix MH – The owners of the real property and the owners of the manufactured home also acknowledge that, upon termination of the long-term land lease, the ownership of the manufactured hom reverts back to the homeowner(s).
Is home being removed from real property?
NO
YES
Follow Remove/ Destroy MH from Permanent Location (with Long-Term Lease)
Certificate of Permanent Location for a MH Subject to Long-Term Land Lease & Tax Authentication required
Required Forms located at www.dola.colorado.gov/dpt/forms
Active title record on DOR computer system?
NO
Out of State Title or MSO?
YES
Authorized Agent will: Photocopy Ownership Document and destroy original (if MSO – Bill of Sale is also required and collect applicable sales tax)
YES
NO
Title Available?
NO
YES
Purged Ad Valorem on file?
NO
YES
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. The county may retain the copy or give to owner for further processing (County Descretion)
Authorized Agent will: 1. Collect DR2180 (Owner's Request to Purge) and DR2171 (Lender's Request to Purge - if applicable)
Send to DOR: 1. Title 2. DR2180 and DR2171 (If applicable)
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.
Authorized Agent: Complete change title to flag record Purged Ad Valorem on County database.
Submit to DMV: 1. Certificate of Permanent Location for a MH Subject to Long Term Lease 2. Copy of Long Term Lease 3. Copy of ownership document (and Bill of Sale if MSO) 4. Letter of verification of Purge Ad Valorem (if previous CO record) 5. Recording fees
Forward to Clerk & Recorder: 1. Certificate of Permanent Location for a MH Subject to Long Term Lease with Copy of out of state title or Copy of MSO w/Bill of Sale or Letter of verification of Purge Ad Valorem (and copy of previous CO title if available) 2. Copy of Long Term Lease
Clerk & Recorder will file & record: 1. Certificate of Permanent Location for a MH Subject to Long Term Lease with Copy of out of state title or Copy of MSO w/Bill of Sale or Letter of verification of Purge Ad Valorem (and copy of previous CO title if available) 2. Copy of Long Term Lease
Recording will make the recorded documents available to the Assessor.
Recording will return original documents to owner/lien holder.
END

Rev. 07/06/09