

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

New Steps to process identified as Underlined

START
Refinance or Ownership Change (One owner remains) on a Titled MH

Owner/Lien holder submits to DMV:
1. Ownership Document
2. Security Agreement (If Financed)

Effective July 1, 2009, SB09-40, eliminated the requirement for Transfer Declaration where there is no money exchanging hands.

Authorized Agent will forward to DOR:
1. Application of Title
2. Title

Authorized Agent:
-Complete Add Lien Transaction
-Reprint Title Application (Verification of Title Application)
-Photocopy ownership document

Forward to Clerk & Recorder:
1. Verification of Application (Reprint)
2. Copy of ownership document (Front and Back)

Any additional documents (POA, Death Certificate, etc.) are not required to be recorded. The filing of the Verification of Application is evidence that the proper transfer documents were provided to DOR.

Clerk & Recorder will file & record (1 doc)
1. Verification of Title with Copy of ownership document (Front and Back)

Recording will make recorded documents available to Assessor

Recording will return original documents to owner/lienholder.

END