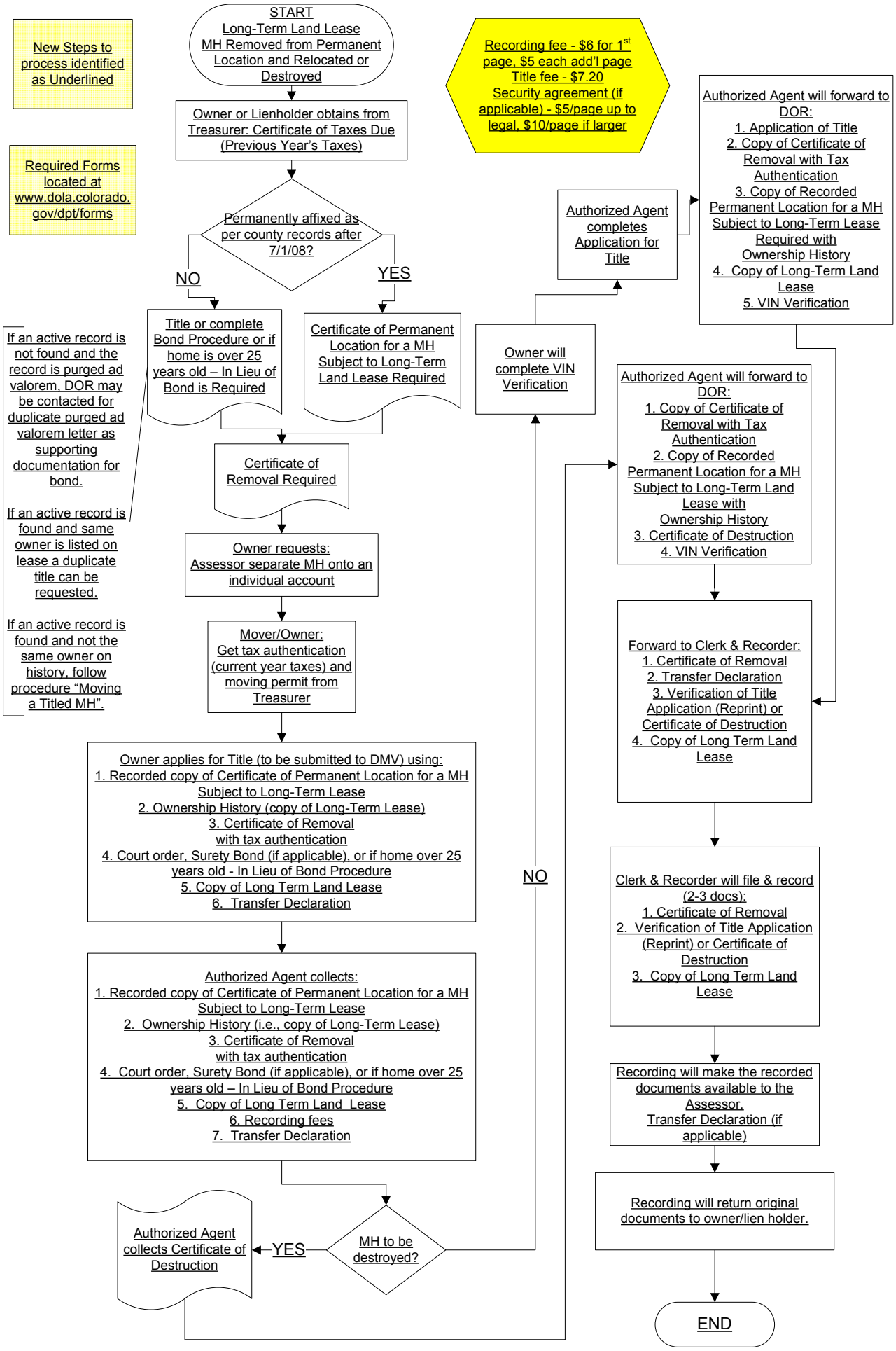
New Steps to process identified as Underlined
Required Forms located at www.dola.colorado.gov/dpt/forms
START
Long-Term Land Lease
MH Removed from Permanent Location and Relocated or Destroyed
Owner or Lienholder obtains from Treasurer: Certificate of Taxes Due (Previous Year's Taxes)
Permanently affixed as per county records after 7/1/08?
NO
YES
Title or complete Bond Procedure or if home is over 25 years old – In Lieu of Bond is Required
Certificate of Permanent Location for a MH Subject to Long-Term Land Lease Required
If an active record is not found and the record is purged ad valorem, DOR may be contacted for duplicate purged ad valorem letter as supporting documentation for bond.
If an active record is found and same owner is listed on lease a duplicate title can be requested.
If an active record is found and not the same owner on history, follow procedure "Moving a Titled MH".
Certificate of Removal Required
Owner requests: Assessor separate MH onto an individual account
Mover/Owner: Get tax authentication (current year taxes) and moving permit from Treasurer
Owner applies for Title (to be submitted to DMV) using:
1. Recorded copy of Certificate of Permanent Location for a MH Subject to Long-Term Lease
2. Ownership History (copy of Long-Term Lease)
3. Certificate of Removal with tax authentication
4. Court order, Surety Bond (if applicable), or if home over 25 years old - In Lieu of Bond Procedure
5. Copy of Long Term Land Lease
6. Transfer Declaration
Authorized Agent collects:
1. Recorded copy of Certificate of Permanent Location for a MH Subject to Long-Term Lease
2. Ownership History (i.e., copy of Long-Term Lease)
3. Certificate of Removal with tax authentication
4. Court order, Surety Bond (if applicable), or if home over 25 years old – In Lieu of Bond Procedure
5. Copy of Long Term Land Lease
6. Recording fees
7. Transfer Declaration
MH to be destroyed?
YES
Authorized Agent collects Certificate of Destruction
NO
Owner will complete VIN Verification
Authorized Agent completes Application for Title
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
Authorized Agent will forward to DOR:
1. Application of Title
2. Copy of Certificate of Removal with Tax Authentication
3. Copy of Recorded Permanent Location for a MH Subject to Long-Term Lease Required with Ownership History
4. Copy of Long-Term Land Lease
5. VIN Verification
Authorized Agent will forward to DOR:
1. Copy of Certificate of Removal with Tax Authentication
2. Copy of Recorded Permanent Location for a MH Subject to Long-Term Land Lease with Ownership History
3. Certificate of Destruction
4. VIN Verification
Forward to Clerk & Recorder:
1. Certificate of Removal
2. Transfer Declaration
3. Verification of Title Application (Reprint) or Certificate of Destruction
4. Copy of Long Term Land Lease
Clerk & Recorder will file & record (2-3 docs):
1. Certificate of Removal
2. Verification of Title Application (Reprint) or Certificate of Destruction
3. Copy of Long Term Land Lease
Recording will make the recorded documents available to the Assessor.
Transfer Declaration (if applicable)
Recording will return original documents to owner/lien holder.
END

Rev. 07/16/09