

PROCEDURES TO COMPLETE CONVERSION FORM AND HAVE A MOBILE HOME CONVERTED TO REAL PROPERTY

1. Fill out top portion (parts I and II) of conversion form and have it notarized.
2. After mobile home has been placed and inspected to meet conversion requirements, the form must be signed by the Churchill County Building Department (part III), located at 155 N. Taylor Street, Suite 170, Fallon, Nevada.
3. After obtaining the signature from the Churchill County Building Department, you must have the Churchill County Assessor's Office sign their portion of the form (part IV). Their office is located at 155 N. Taylor Street, Suite 200, Fallon, Nevada.
4. This form is then required to be recorded at the Churchill Counted Recorder's Office, also located at 155 N. Taylor Street, Suite 131, Fallon, Nevada. *(Please stay within the borders when completing this form to avoid paying an additional \$25.00 fee when recording per NRS 247.305.)*
5. Upon completion of the above items, you must submit the conversion form, along with your mobile home title and fees (\$40.00) to:

Manufactured Housing Division
2501 East Sahara Avenue, Suite 204
Las Vegas, NV 89104

NOTE: It is the property owner's responsibility to take the paper work to each of the above departments for signatures and to have the form recorded.

It is also the property owner's responsibility to send the original form (or a certified copy) to the Manufactured Housing Division, along with the mobile home title, and to give copies to the County Assessor and any lien holder(s).

Failure to do this may result in the loss of your paperwork and may result in you having to repeat the whole process.

I hereby affirm that this document submitted for recording
Does not contain a social security number.

Signed _____
Print name and title

ASSESSOR'S PARCEL # _____

COUNTY OF CHURCHILL

**AFFIDAVIT
CONVERSION OF MANUFACTURED/MOBILE HOME
TO REAL PROPERTY NRS 361.244**

PART 1: MANUFACTURED/MOBILE HOME INFORMATION (COMPLETED BY APPLICANT)

1) Owner/Buyer Name(s): _____

2) Owner of land (if leased): _____

3) Physical location of manufactured/mobile home: _____

City: _____ State: _____ Zip Code: _____

4) Mobile home description: Manufacturer: _____

Model: _____ Model Year: _____ Serial #: _____

Section 1: Length: _____ Width: _____

Section 2: Length: _____ Width: _____

Section 3: Length: _____ Width: _____

5) Mobile Home Dealer (if new unit): _____

6) Current Lien Holder: Name: _____

Address: _____ City: _____ State: _____ Zip: _____

PART II: OWNER/BUYER SIGNATURE(S)

*The undersigned, as owner(s)/buyer(s) of the above described manufactured/mobile home and real property, agrees to the conversion of the above described unit from personal to real property and understands that any liens or encumbrances on that unit may become a lien or encumbrance on the land. **PERSONAL PROPERTY TAXES MUST BE PAID IN FULL FOR THE CURRENT FISCAL YEAR. ALL DOCUMENTS RELATING TO THE MANUFACTURED/MOBILE HOME AS PERSONAL PROPERTY MUST BE SURRENDERED TO THE NEVADA MANUFACTURED HOUSING DIVISION. THIS CONVERSION IS NOT VALID UNTIL THE ISSUANCE OF A "REAL PROPERTY NOTICE" BY THE NEVADA MANUFACTURED HOUSING DIVISION. THE MANUFACTURED/MOBILE HOME WILL THEN BE PLACED ON THE NEXT SUCCEEDING TAX ROLL AS REAL PROPERTY.***

SIGNATURE OF OWNER/BUYER

DATE

SIGNATURE OF OWNER/BUYER

DATE

COUNTY OF _____
STATE OF NEVADA

On _____, 20____, before me the undersigned, a Notary Public, in and for the State of Nevada, County of _____ personally appeared _____
AND _____ who acknowledged that they executed this affidavit.

SEAL OF OFFICE:

NOTARY PUBLIC
STATE OF NEVADA

PART III: TO BE COMPLETED BY COUNTY BUILDING DEPARTMENT OR NEVADA MANUFACTURED HOUSING DIVISION

- 1) The plot plan at this location has been approved, it has been verified that the running gear has been removed, and the foundation meets the requirements for this jurisdiction for conversion from personal property to real property.

Building Official: _____ Date: _____

- 2) Date of installation at this location: _____ Date: _____

Safety Certificate Issued: _____ Number: _____

Building Official: _____ Date: _____

PART IV: TO BE COMPLETED BY COUNTY ASSESSOR

1) Land ownership verified by: _____ Date: _____

2) Manufactured home ownership verified by: _____ Date: _____

3) Manufactured home account number: MH _____ Verified by: _____ Date: _____

4) Taxes paid in full for fiscal year _____ - _____ Verified by: _____ Date: _____

CHURCHILL COUNTY ASSESSOR

NAME/TITLE

DATE

When recorded mail to:

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

DISTRIBUTION:

* Original to Manufactured Housing

* Copy to County Assessor

* Copy to Lienholder and/or Owner