

**INSTRUCTIONS FOR
STATEMENT OF INTENT TO DECLARE MANUFACTURED HOME REAL PROPERTY**

Numbered instructions correspond to numbered sections of the form. Attach additional sheets if necessary. The blank area in the upper right section of the form is for county use only. Please do not write in this area.

1. Print or type the owner's names, of the manufactured home, as they are shown on the title.
2. Indicate mailing address to whom correspondence should be addressed.
3. Indicate street address of the manufactured home.
4. Indicate complete legal description of the land only. This is shown in the Assessor's records.
5. Show parcel of land on which manufactured home is located. Obtain from Assessor. If unavailable, have Assessor initial this box.
6. Show parcel number of manufactured home. When available, obtain from Assessor. Otherwise, have Assessor initial this box.
7. Indicate type of land ownership. Check box indicating whether property ownership instrument is a deed or a contract. Assistance in determining this information is available from the Assessor, lender, or selling agent. Check box to indicate whether the ownership instrument has been recorded with the County Recorder.
8. On the first line of this section indicate the make, model, and year built of the manufactured home.

On the second line indicate the serial number, size (such as 27 feet wide by 48 feet long), the name of the individual(s) or financial institution(s) holding a mortgage or other loan instrument for the home.

This information is available on the title document and in financing agreements that have been signed.

9. Signature and date of signature are required for each owner. This section **must** be completed in the presence of a Notary Public.

The section between Section 9 and 10 is to be filled in and notarized by a Notary Public upon completion of Sections 1 through 9.

10. This section is to be completed by authorized officials after inspection, who will certify the removal of the running gear and permanent attachment to a foundation (per Idaho Code 44-22). Ask your lender for recommendations of authorized inspection officials. The property owner should **not** sign this section.

11. This is signed by a Motor Vehicle Department deputy who is also an agent of the County Assessor. This deputy must verify that the owners of the land are **exactly** the same as the owners of the manufactured home. The deputy **will require** proof of payment of sales tax on new manufactured homes.

12. A signature from any recorded lien holder consenting to the cancellation of the title or the manufacturer's certificate of origin (MCO).

Only when all of the above has been completed, the following steps must be done.

A. This form must be recorded at the County Clerk/Recorder's office.

B. The recorded form, the title or MCO, the proof of sales tax payment, the serial number verification form(attached pink form--if the unit is new or has an out of state title) and a manufactured home affidavit **or** pre-payment of property tax form(obtained at the Treasurer's office) must be returned to the Motor Vehicle Department. The deputy will make a certified copy of the recorded form and send it and the other four documents to Boise. You will keep the recorded form for your records or to give to your lender.