

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 which 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 VIN number, size (such as 27 feet wide by 48 feet long), and the name of the individual or financial institution 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). You can ask the Assessor for a list of authorized inspection officials. This list is not inclusive of all authorized inspection officials. The property owner **should not** sign this section.
11. This is signed by an Assessor's deputy who is 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 along with the MSO or title to the Manufactured Home.

B. The recorded form, the title or MCO, the proof of sales tax payment if it has never been titled, the VIN 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.

STATEMENT OF INTENT TO DECLARE MANUFACTURED HOME AS REAL PROPERTY

1. Property Owner		
2. Mailing Address		
3. Property Address		
4. Legal Description		
5. Real Property Parcel #:	6. Manufactured Home Parcel #:	
7. Land Ownership: <input type="checkbox"/> Deed <input type="checkbox"/> Recorded <input type="checkbox"/> Contract of Sale <input type="checkbox"/> Unrecorded		
8. Manufactured Home Description: Make: Model: Year:		
VIN Number:	Size:	Lien Holder, if any

The undersigned, being duly sworn, states that the above information is true and correct, and does hereby exercise STATEMENT OF INTENT, declaring the above referenced manufactured home to constitute real property according to Section 63-307B, Idaho Code. The undersigned further represents that the running gear of the home has been removed and that the manufactured home will be permanently affixed to a foundation on land which is owned or being purchased by the owner or purchaser of the manufactured home.

9. Signature	Date	Signature	Date
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STATE OF IDAHO)
) ss
COUNTY OF _____)

On this _____ day of _____, 19____, before me, the undersigned notary public in and for said State, personally appeared _____ or identified to me to be the person(s) whose name(s) is/are subscribed to the within and foregoing instrument, and acknowledged to me that ___he___ executed the same

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal the day and year in the Statement first above written.

(SEAL)

Notary Public in and for the State of Idaho
Residing at _____, Idaho
Commission Expires _____

Signatures - Pursuant to Section 63-307B, Idaho Code

10. QUALIFIED INSPECTOR

- A. Removal of running gear
- B. Permanently affixed to a foundation
(See Title 44, Chapter 22, Idaho Code)

Authorized Signature Date

Authorized Signature Date

11. COUNTY ASSESSOR

Ownership of land and manufactured home and payment
of sales tax on new manufactured home verified.

Authorized Signature Date

12. CONSENT OF LIENHOLDER

Name

Authorized Signature Date

CLEAR FORM