

MANUFACTURED HOME TRANSFER DECLARATION

Purpose: The Manufactured Home Transfer Declaration (MHTD) provides essential information to the county assessor to help ensure fair and uniform assessment of titled manufactured homes, § 39-14-103, C.R.S.

Requirements: When ownership of a manufactured home changes or is conveyed, any application for a manufactured home title that is submitted to the authorized agent (county clerk and recorder) must be accompanied by an MHTD. The MHTD must be completed and signed by the purchaser (buyer) or transferee (seller) pursuant to § 39-14-103(1)(a), C.R.S.

Penalty for Noncompliance: In the event an MHTD does not accompany the manufactured home title application, the county clerk and recorder will notify the county assessor. The county assessor will notify the buyer or seller that the MHTD must be filed with the county assessor within 30 days.

If a completed MHTD is not returned to the county assessor within 30 days, the assessor may impose a penalty of \$25.00 or .025% of the sale price, whichever is greater. This penalty may be imposed annually until such time as the buyer or seller submits the MHTD or the titled manufactured home is sold, § 39-14-103(1)(b), C.R.S.

Confidentiality: The MHTD is available for inspection by any taxpayer who was specified in the manufactured home title application or who filed the MHTD, the person conducting any valuation for assessment study pursuant to § 39-1-104(16), C.R.S. and his or her employees, and the property tax administrator and his or her employees, § 39-14-103(1)(c), C.R.S.

1. Manufactured home sold:

Street address including space number City State Zip Parcel/Schedule Number

Legal description, including park name if applicable

Manufacturer/Make: _____ Certificate of Title/Origin No.: _____

Serial No.: _____ HUD No.: _____

Year: _____ Length/Width: _____

2. Date of closing:

Month Day Year

3. Total sale price of manufactured home: \$ _____

4. Were any additional items or personal property included in the sale price, such as: furniture, free standing appliances, special flooring, window coverings, decks, storage sheds, carports, awnings, garages, skirting, etc.? If no additional items are listed, the total sale price will be attributed to the manufactured home, § 39-5-203, C.R.S.

Yes No If yes, approximate value of additional items or personal property \$ _____

Description of additional items included in the sale price _____

5. Was the home purchased from a manufactured home dealer? Yes No

If yes, was another manufactured home traded in? Yes No

Trade-in allowance \$ _____

6. Was the set-up of the home included in the sale price? Yes No

Set-up fee \$ _____

7. Was 100% interest in the property purchased? Mark "no" if only a partial interest was purchased.

Yes No If no, interest purchased _____ %

8. Are the parties to this transaction related (within the same family or business relationship)? Yes No

9. Was the manufactured home purchased by a manufactured home community/park? Yes No

10. Was the manufactured home purchased from a financial institution or at auction? Yes No

11. What was the condition of the manufactured home at the time of purchase?

New Excellent Good Average Fair Poor Salvage

If the manufactured home was financed, please complete questions 12 through 15. If the manufactured home was not financed, skip to question 16.

12. Total amount financed \$ _____

13. Type of financing: (Check all that apply)

New Assumed Seller carried Third party Combination

Explain: _____

14. Terms:

Variable - Starting interest rate _____ %

Fixed - Interest rate _____ %

Length of time _____ years

Balloon payment - Amount _____ Due date _____

Junior lien _____

15. Mark all that apply: Seller-assisted down payment Seller concessions Special terms or financing

If marked, please explain: _____

Please include any additional information concerning the sale that you believe is important: _____

16. Signed this _____ day of _____, 20_____.

Enter the day, month and year, have at least one of the parties to the transaction sign the document, and include an address and daytime telephone number. Please designate buyer or seller.

Signature of Buyer OR Seller

Date

17. All future correspondence (tax bills, property valuations, etc.) regarding this property should be mailed to:

Address (mailing)

Daytime Telephone

City, State and Zip Code