

## Deactivating a Title to Classify as Real Property

1

### Manufactured Housing Division:

- First, complete an IPRA request to see if the homeowner has a signed foundation permit or green tag. If there is no record of a foundation inspection, please proceed forward.
- Owner must contact a NM certified engineer to obtain a certified engineer's foundation report.
- Owner will then contact NM MHD to complete a permit application for review. The engineer foundation report must be submitted with the permit application. Permit fee is \$65.
- A permit will be issued and the homeowner will schedule an inspection. If the home passes the inspector will then issue a green tag.

3

### NM Motor Vehicle Division:

- Take the original NM Title, MH Tax release, and Request to Change Valuation to MVD. MVD will issue a deactivate title. *(All liens must be released before the title can be deactivated. If there is no title, MVD will have to create a title, then you will have to wait 3 days to deactivate the title)*

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### County Assessor:

- Take copy of the title stamped "Inactive" (deactivated title) back to Assessor's office and the MHD Permit and Green Tag. Complete a Real Property Request or Bring Copy of Independent Fee Appraisal. The Assessor will assess MH and land together as real property for the following tax year.

2

### County Assessor:

- Contact County Treasurer for the current calendar tax amount. This amount must be paid in full. Take receipt to Assessor's office.
- Obtain a MH Tax Release from the County Assessor's Office. Complete form "Request to Change Valuation" and have it signed by the County Assessor's Office. *Borrower(s) listed on the MH title must be the borrower(s) on the complete form.*



#### Contact Us

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