

## Deactivating a Title to Classify as Real Property

### Step 1 – Manufactured Housing Division Inspection of Public Records Request:

- Complete an IPRA request to see if there is a previous passed inspection on file if the homeowner no longer has a signed foundation permit or green tag. If you need additional information on how to submit an IPRA request you may call 505-365-3429 or submit your request by going to <https://www.rld.nm.gov/about-us/public-information-hub/inspection-of-public-records/>.
- If there is no record of a foundation passing inspection, please proceed forward.

### Step 2 – MHD Foundation Permit Application:

- Owner must contact a New Mexico certified structural engineer to obtain a certified engineer's foundation report.
- Owner will then submit a Foundation Permit Application with the Structural Engineer Letter, proof of ownership (i.e., Bill of Sale, contract, deed or title), and a notarized Homeowner's Responsibility form.
- After plan review the owner will receive notification via email that the permit is issued, and the homeowner will need to schedule an inspection. If the home passes inspection the inspector will then issue a green tag.

### Step 3 – County Assessor:

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

### Step 4 – NM Motor Vehicle Division:

- Take the original NM Title, MH Tax release, and Request to Change Valuation to MVD. MVD will issue a deactivated 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.)

### Step 5 – County Assessor:

- Take a copy of the title stamped "Inactive" (deactivated title) back to the Assessor's office, along with 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.