

DEPARTMENT OF BUSINESS AND INDUSTRY
NEVADA HOUSING DIVISION – MANUFACTURED HOUSING

1830 E. College Pkwy, #120, Carson City, Nevada 89706; Phone: 775-684-2940

3300 W. Sahara Ave. #320, Las Vegas, Nevada 89102; Phone: 702-486-4135

Website: mhd.nv.gov / Email: titles@housing.nv.gov

DEALER TRACKING # (optional) _____

DEALER REPORT OF SALE
[FORM FILLABLE – TYPE ONLY]
DESCRIPTION AND LOCATION OF STRUCTURE

- 1. Serial# _____ Manufacturer _____ Model _____
- 2. Year _____ Single-Wide _____ Double-Wide _____ Multi-Wide _____ True Size as shown on MCO or Title _____
- 3. Current Physical Location of Structure _____
Street _____ City _____ State _____ Zip Code _____

SELLER INFORMATION

- 4. Seller Name _____ Seller Name _____
- 5. Seller Mailing Address _____
Street _____ City _____ State _____ Zip Code _____

BUYER INFORMATION

- Vesting (Choose One) **AND** _____ **OR** _____ **JTWROS** _____
- 6. Buyer Name _____ Buyer Name _____
- 7. Buyer Mailing Address _____
Street _____ City _____ State _____ Zip Code _____

LIENHOLDER INFORMATION

- 8. Lienholder Name _____ / Mailing Address _____
Street _____ City _____ State _____ Zip Code _____

CERTIFICATION OF COST OF STRUCTURE

- 9. Base Cost of Structure \$ _____ Cost of Accessories and Material \$ _____ Amount of Sales Tax \$ _____

AFFIDAVIT OF DEALER

Dealer hereby certifies the foregoing is true and correct

- 10. Dealer Name _____ / Address _____
Street _____ City _____ State _____ Zip Code _____
- 11. Dealer MH License# _____ Manufacturer MH License# _____ Commercial Coach Insignia# _____
- 12. Selling a Used Structure _____ Selling a New Structure _____ (Must attach Manufacturer Certificate of Origin and Manufactured Home Use Tax Clearance Certificate)
- 13. Date of Sale _____
Month _____ Day _____ Year _____

SIGNATURES AND NOTARIZATION (Do not sign until in front of a Notary)

BUYER ACKNOWLEDGEMENT THAT STRUCTURE IS TAXABLE BY THE COUNTY

I/WE HAVE BEEN INFORMED THAT THE ABOVE DESCRIBED MANUFACTURED HOME OR COMMERCIAL COACH IS TAXABLE IN THE COUNTY IN WHICH IT IS LOCATED. PLEASE CONTACT THE COUNTY ASSESSOR OR COUNTY TREASURER AS APPLICABLE

Signature of Dealer / Signature of Buyer (s)

(FOR NOTARY USE ONLY)

State of _____ County _____
Subscribed and sworn to before me,

State of _____ County _____
Subscribed and sworn to before me,

(Name of Notary Public)

(Name of Notary Public)

on this _____ day of _____, 20_____

on this _____ day of _____, 20_____

by _____

by _____

(Printed name of party appearing before Notary)

(Printed name of party appearing before Notary)

Notary Public Signature

Notary Stamp or Seal

Notary Public Signature

Notary Stamp or Seal

**NEVADA DEALER REPORT OF SALE (DRS)
INSTRUCTIONS**

DESCRIPTION AND LOCATION OF STRUCTURE

The information required for this section (**SERIAL #, MAKE, MODEL, SIZE, YEAR, and LOCATION**) can be found on our website:
<https://nvmhdprod.glsuite.us/GLSuiteWeb/Clients/NVMHD/Private/TitleSearch/TitleSearch.aspx>

- Title records can be found by structure serial number, owner name or address. (**serial number is the easiest option.**)

If the Report is being completed for a **NEW** Home or a home that has never been registered in Nevada, then refer to the **Manufacturer's Certificate of Origin (MCO)** or the existing **Title** from the State in which the home was previously registered/Titled outside of Nevada.

NOTE: An **Original, Signed MCO** must be submitted with the **Original DRS** for **NEW** homes [**NRS 489.501**]

Sample Serial Numbers & True Size for **Single, Double** or **Multi-Wide**:

1 st Section Serial #	GW6CALKW63039 A	Single Wide	14' X 56'
2 nd Section Serial #	GW6CALKW63039 AB	Double Wide	24' X 60'
3 rd Section Serial #	GW6CALKW63039 ABC	Multi-Wide	36' X 90'

The **Physical Location** of the home is the Address where the home is to be titled/registered and physically installed.

SELLER INFORMATION

Seller Name/s: Write the name/s of the SELLER/S OR Name of the Dealer if home is being sold by the Dealer

Mailing Address: Write the mailing address of the SELLER/S. Include the City, State and Zip Code

BUYER INFORMATION

VESTING: Check appropriate Box IF there is more than One (1) BUYER (See Instructions and Definitions regarding VESTING)¹

Buyer/s Name/s: Write the name/s of the Buyer/s exactly as it should appear on the Certificate of Ownership (Title)

Mailing Address: Write the mailing address of the Buyer. Include the City, State and Zip Code. The Address does not have to be the same as the physical location of the home.

NOTE: When there is a Lienholder, the title will always be mailed to the Lienholder Address

LIENHOLDER INFORMATION

Lienholder Name: Write the name of the Lienholder

Mailing Address: Write the Address of the Lienholder where all mail related to this sale should be delivered to Lienholder.

CERTIFICATION OF COST

Base Cost of Structure: The sale price of the Structure (home) ONLY

Cost of Accessories and Material: The price of all Accessories, Materials and Upgrades ONLY (e.g. *appliances, flooring etc.*)

Amount of Sales Tax: Amount of Sales Tax paid to Nevada or the State of origin. [**NRS 372.210**]

NOTE: The Nevada Housing Division requires a **Tax Clearance Certificate** from the Nevada Department of Taxation

AFFIDAVIT OF DEALER

Name of Dealer: Name of DEALER selling home. **Address of Dealer:** Address of DEALER

Dealer MH License #: Write Active DEALER License # / **Manufacturer MH License #:**

Commercial Coach Insignia Number: Write the Insignia Number associated with the Commercial Coach being sold

USED ___ **NEW** ___ The Manufacturer's Certificate of Origin **MUST BE** attached if this is a new structure: Check the appropriate Box indicating whether the sale is a Used home or a New home. **Date of Sale:** Write the date of the Purchase.

BUYER ACKNOWLEDGEMENT

Signature of Buyers: The Buyer or Buyers **MUST** Sign the Buyer Acknowledgement Section OR the Buyers **MUST** Sign the BUYER ACKNOWLEDGEMENT OF TAXES form (see LINK below):

<http://mhd.nv.gov/uploadedFiles/mhdnv.gov/Content/Resources/Acknowledgment%20of%20Taxes%20attachment%20to%20DRS.pdf>

¹ VESTING

✓ Difference between different vesting options.

“OR” when registered owners are listed as “or” **NOT ALL** parties are required to have a signature notarized.

“AND” when registered owners are listed as “And” **ALL** parties are required to have their signature notarized.

Please note: should one of the parties pass away we would require a certified death certificate, or probate documentation or affidavit of entitlement (only used if affiant qualifies to use this form) Wills are not accepted.