Example of Ownership Transfer with Title (Certificate of Ownership) Present:

In the example below, you will find that Nevada M Sample and Sam Silver are the registered owners of the home. The registered ownership of the home can be viewed on the front of the title also known at the Certificate of Ownership. Arrow number one (1) on the example below shows you the name of the owner(s) and indicates where the home was located when the title was issued.



Arrow number two (2) indicates that there is a lienholder on this title. The lienholder must sign off on the title back of the title in order for the home to transfer into new ownership.

In this example, Nevada M Sample and Sam Silver borrowed money from Betty Blue in order to purchase the home. Betty placed her interest in the home under her trust, Blue Family Trust. This caused the title to show the "Blue Family Trust" as the lienholder on the home. Since Betty's Trust is the lienholder on the home, the Division mailed her the title. This way, Betty could sign-off on section two (2) on the back of the title and release her interest in the home once Nevada and Sam paid off their obligation. Since she placed her interest into a trust, she need to also complete sections one (1) and (2) on the TL-100 Duplicate and Transfer Affidavit and have her signature notarized. It will have to be submitted along with the title in order for the transfer to occur.

It should be note that anytime a trust is listed as an Owner/Transferors, Lienholder or Purchaser/Transferees, the trustee(s) or successor trustee(s) must complete sections one (1) and two (2) on the <u>TL-100 Duplicate and Transfer</u> <u>Affidavit</u> and have their signature(s) notarized. It is a requirement of the Division to have this affidavit completed in order to transfer ownership.

The Division requires that the county assessor (in which the home is located) to sign on the front of the title. It is located on the right bottom corner. This can be view on the example above. Please note: This signature must be dated for the current fiscal calendar year. The fiscal calendar year starts on July 1st.

In the example (below) both Nevada M Sample and Sam Silver signed section one (1) on the back of the title in front of a notary, they had their signatures notarized on the back of the title. This denotes that they are releasing their interest in the home and wish for the transfer of ownership to occur.

The vesting of the home determines what is required by the owners and their heirs to transfer ownership. Vesting can be one of the following between the names of multiple owners:

"JTWROS" aka RIGHTS OF SURVIVORSHIP

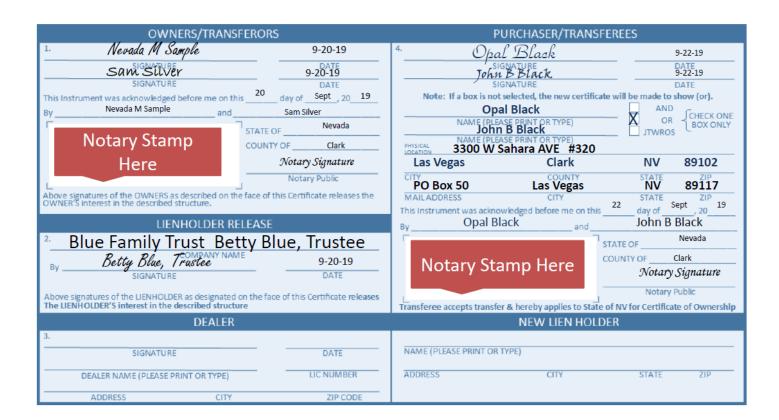
- All joint owners have equal portions of ownership that are immediately allocated to remaining owners, if one owner dies.
- ALL living parties are required to complete section one (1) and signatures their signatures must be notarized.
- If one of the listed owners is deceased, a certified Death Certificate will be required.

"OR"

- Only one-party will be required to complete section one (1) and signature must be notarized.
- If one of the listed owners is deceased, the remaining owners have the authority to act as a sole representative without having to submit additional documentation to the Division.

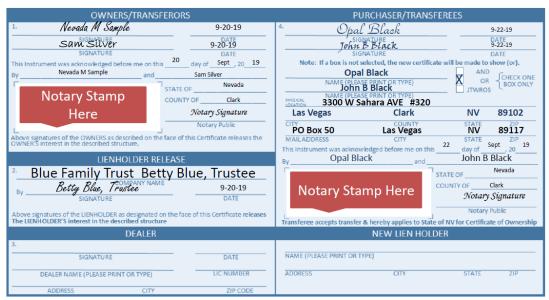
"AND"

- ALL listed owners are required to complete section one (1) and signatures must be notarized.
- If one of the listed owners is deceased, a certified Death Certificate will be required along with probate documentation or a <u>TL-106 Affidavit of Entitlement</u> (The affiant meets certain requirements to claim ownership through this process.) Please refer to the <u>TL-106 Affidavit of Entitlement</u> for instructions and additional information.



If there is a Lienholder listed on the front of the title, they must sign off on the back of the title in section two. In this example, as mention previously, Betty Blue must sign section 2 as the trustee. In addition, she must complete sections one (1) and two (2) on the <u>TL-100 Duplicate and Transfer Affidavit</u> and have her signature notarized because this is in a trust.

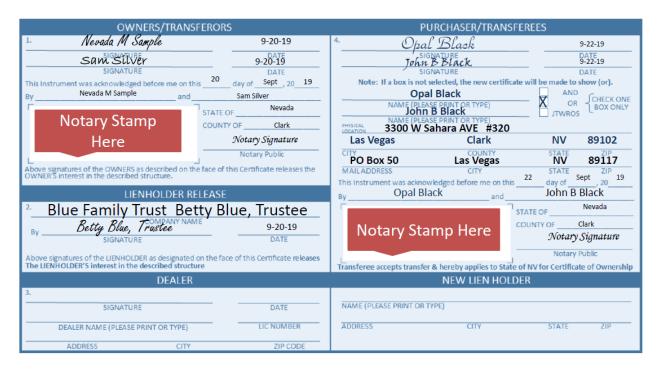




Should your lienholder fail to complete section two (2) on the back of the title, you will need to contact them and ask them to provide you with either a <u>TL-102 Lien Satisfied for Lienholders</u> or a *Letter of No Interest*. If they choose to provide you with a *Letter of No Interest*, you will need to be sure that it is on company letterhead and notarized. If it is not, we will be unable to accept this document.

The Purchaser/Transferees of the home aka the buyer(s) must complete section four (4) on the back of the title in order for the Division to complete this transaction. In the example below, the new owners of the home will be Opal Black and John B Black. They both signed section four (4) in front of a notary and had their signatures notarized.

Should one wish to place the home in the name of a trust, all the trustees must complete sections one (1) and (2) on the TL-100 Duplicate and Transfer Affidavit and have their signature notarized.



The Black's in this example wished to have their title mailed to a PO Box, so they add this information to the *Mailing Address* line. Had they left the mailing address line blank, the new title it would be mailed to the home.

If for any reason the home has been moved, one will be required to notify the Division by updating the Physical Address on section four (4). In addition, we will require proof of installation at the new location. You may submit either a photo of the installation label on your home or the proof of installation provided to you by your installer. Below is an example of the installation label:



On this document, they denoted that they wanted a "OR" place between the names for vesting. If multiple owners fail to select the vesting between the names, the Division will automatically default the vesting of an "OR".

It is important to consider ones vesting on section four (4). The vesting option that one select determines what is required in the future to transfer ownership. Below you will find our requirements for the vesting options that our Division offers between multiple owners and the notary requirements:

"JTWROS" aka JOINT TENANTS WITH RIGHT OF SURVIVORSHIP

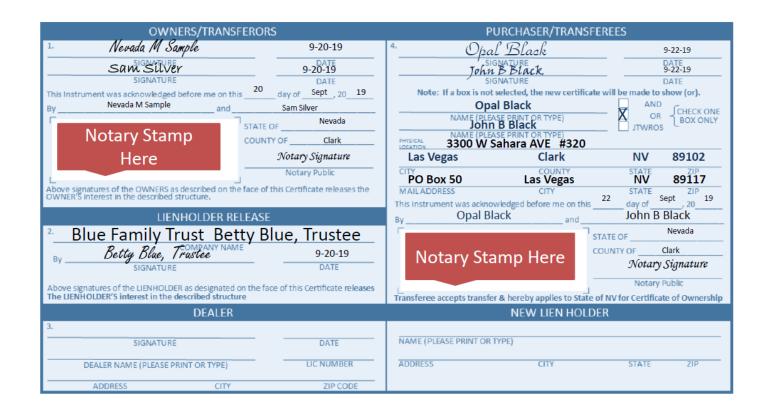
- All joint owners have equal portions of ownership that are immediately allocated to remaining owners, if one owner dies.
- ALL parties are required to complete section four (4) and signatures their signatures must be notarized.
- If one of the listed owners is passes away, a certified Death Certificate will be required.

"OR"

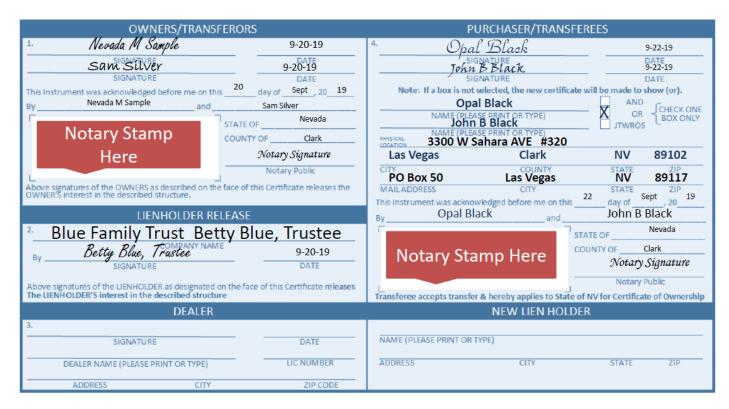
- Only one-party will be required to complete section four (4) and have their signature notarized.
- Any registered owner has the authority to act as a sole representative without having to submit additional documentation to the Division.

"AND"

- ALL listed owners are required to complete section four (4) and have their signatures notarized.
- If one of the listed owners should pass away, a certified Death Certificate will be required along with probate documentation or a <u>TL-106 Affidavit of Entitlement</u> (The affiant meets certain requirements to claim ownership through this process.) Please refer to the <u>TL-106 Affidavit of Entitlement</u> for instructions for additional information.



In the example below, there is not a dealer involved. If a dealer is involved in this transaction for any reason, they must complete section three (3) on the back of the title. In addition, they would be required to submit a Dealers Report of Sale (DRS).



Please note: Mobile home parks are required to use a licensed dealer to conduct their change of ownership transactions. There are only a few cases in which a park does not have to use a licensed dealer. The main reasons are homes that have been gifted and homes that have titles with the branding of *Lien Sale Park Owned*.

Gifted Homes

It is also important to note that a substandard manufactured home cannot be "gifted". Gifting a manufactured home is still categorized as a change in ownership or tenancy. Gifting the home does not exclude the transaction form being processed as transfer of ownership. Nevada Revised Statures forbid the transfer of ownership on a substandard manufactured home. Furthermore, the purchaser of a substandard manufactured home will be unable to transfer the title into their name. According to NRS 489.541, the Division will not issue a Certificate of Ownership for a manufactured home that has been determined to be substandard.

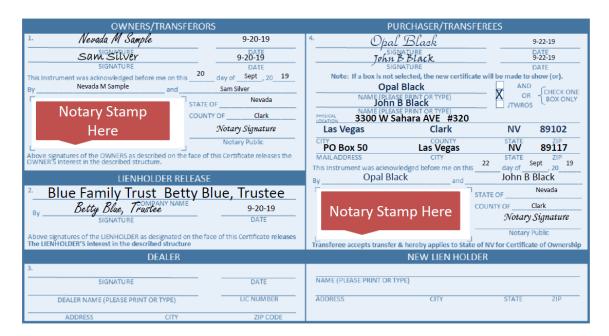
The <u>TL 101 Transfer Without Sale Affidavit</u> would be required along with the title to complete this transaction in the case of the home being gifted by the Park. The Park will complete sections one (1), two (2) and three (3) of this form and have it notarized.

Titles Branded Lien Sale Park Owned

When a title is branded with the words *Lien Sale Parked Owned* on the front of the title, as the example below denotes, the park is not required to use a dealer. They can instead apply for a <u>Limited Lien Resale License</u> with the Division. The license must be submitted in order for the transfer to take place. It is also required that the Park complete the <u>TL 101 Transfer Without Sale Affidavit</u> form. The Park will complete sections one (1), two (2) and three (3) of this form and have it notarized.



In the example below, section five (5) is not completed as the Black's do not have a lienholder. Had a lienholder wished to be added to the new title, they would complete section five (5) on the back of the title before the title was submitted to the Division.



Should you make an error on your title, you will want to complete the <u>TL-103 Title Correction Affidavit</u> and submit it along with your title. Complete instructions are attached to this form.

One last document that one may wish to use, it the <u>TL-104 Power of Attorney</u> form. This form allows for those who are living or a company to give power of attorney to another individual or company in order for them to complete the ownership transaction of their manufactured structure only.

All ownership changes require a \$40 titling transfer fee. Completed change of ownership documents along with payment can be submitted to The Nevada Housing Divisions Manufactured Housing office. We have two locations in the state for those who wish to drop of their forms in person:

CARSON CITY OFFICE

LAS VEGAS OFFICE

Nevada Housing Division Manufactured Housing Office 1830 E College Parkway #120 Carson City, NV 89706 Nevada Housing Division Manufactured Housing Office 3300 W Sahara AVE #320 Las Vegas, NV 89102

If you wish to mail your documents and payment us, you will mail them to:

Nevada Housing Division Manufactured Housing Office 1830 E College Parkway #120 Carson City, NV 89706

Please note: Should you have multiple ownership that were not recorded at the time of transfer, you can use the <u>TL-100</u> <u>Duplicate and Transfer Affidavit</u> to denote those changes. We will require a \$40 titling transfer fee for each additional ownership change.