

**APN#** \_\_\_\_\_  
**(Must match APN# on document to be Recorded)**

**County of** \_\_\_\_\_  
**RECORDING COVER PAGE**  
**(Must be Typed or Printed legibly in black ink only.**  
**Do Not Print in 1" margins of this document)**

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**Above Space for Recorder's Use Only**

**TITLE OF DOCUMENT:**  
**AFFIDAVIT OF CONVERSION TO REAL PROPERTY T10**  
**(Must match Title on document to be Recorded)**

**Please complete Affirmation Statement below:**

**I, the undersigned, hereby affirm that this document submitted for recording does not contain any personal information and/or social security number of any person or persons (Per NRS 239B.030)**

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**SIGNATURE**

**TITLE**

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**PRINT NAME**

**RECORDING REQUESTED BY:**

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**Name**

**RETURN TO:**      **Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_  
                    Street              City              State              Zip Code

**MAIL TAX STATEMENT TO: (Applicable to documents transferring real property)**

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_  
                    Street              City              State              Zip Code

**Department of Business & Industry**  
**Nevada Housing Division**  
**Form T10: Affidavit of Conversion to Real Property**

Applicant Email Address: \_\_\_\_\_

Applicant Phone Number: \_\_\_\_\_

Preferred contact method for questions?  Mail  Phone  Email

**SECTION 1. STRUCTURE INFORMATION:**

**Important:**

Use the exact information from your current title or a title search from our website when completing the form.

Year: \_\_\_\_\_ Manufacturer: \_\_\_\_\_ Model: \_\_\_\_\_

Serial #: \_\_\_\_\_ Size: \_\_\_\_\_

Physical Address of Structure:

Street: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

**SECTION 2. OWNER/BUYER AND LIENHOLDER INFORMATION FOR STRUCTURE:**

Owner/Buyer(s) Names: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Current Lienholder (If Any): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Assessor Parcel Number (APN): \_\_\_\_\_

**SECTION 3. LEASED REAL PROPERTY (LAND)**

*Complete only if Land is **Leased** in accordance with NRS 361.244.1.B*

Land Owner(s): \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Current Lienholder (If Any): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

#### **SECTION 4. BUILDING DEPARTMENT INFORMATION**

Required for the following counties: Clark, Elko, Humboldt, Lander, Lyon, Pershing and Nye.

Building Permit No.: \_\_\_\_\_ (If Applicable)

Foundation System Installation Seal No.: \_\_\_\_\_

Enforcement Agency: \_\_\_\_\_

Agency Official Signature: \_\_\_\_\_

Agency Official Name: \_\_\_\_\_

Agency Official's Email: \_\_\_\_\_ Phone Number: \_\_\_\_\_

*This document is evidence that the indicated Enforcement Agency has issued a Certificate of Occupancy for installation of the Permanent Foundation System for the unit upon the real property, both as described herein, as of the date of recording by the County Recorder. When recorded, this document (**Form T10**) shall be submitted to the Nevada Housing Division.*

**(Do not sign below until in front of a Notary)**

## **SECTION 5. SIGNATURES AND NOTARIZATION**

The undersigned, as owner(s)/buyer(s) of the above described manufactured/mobile home and real property (unless leased as indicated in **Section 3.** and financed in accordance with NRS 361.244.1.B), affirm that the running gear has been removed per NRS 361.244, the home has been installed in accordance with all state and local building codes and agree(s) to the conversion of the above described home to real property, understanding that any liens or encumbrances on the unit may become a lien on the land.

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Signature of Manufactured Homeowner/Buyer (s)

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Signature of Landowner (s) (If Leased)

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Print Name

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Print Name

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Signature of Manufactured Homeowner/Buyer (s)

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Print Name

### **(FOR NOTARY USE ONLY)**

State of \_\_\_\_\_ County \_\_\_\_\_

Subscribed and sworn to before me,

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Name of Notary Public

on this \_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_ by

---

Printed name of party appearing before notary

---

Notary Public Signature      Notary Public Stamp

---

State of \_\_\_\_\_ County \_\_\_\_\_

Subscribed and sworn to before me,

---

Name of Notary Public

on this \_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_ by

---

Printed name of party appearing before notary

---

Notary Public Signature      Notary Public Stamp

## **SECTION 6. AUTHORIZATION BY COUNTY ASSESSOR**

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County Assessor Signature

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Date

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Print Name

Personal property taxes must be paid in full for the current year. All documents relating to the manufactured home must be surrendered to the Nevada Housing Division. This conversion is not valid until issuance of a "Real Property Notice" to the assessor's office. The manufactured house will then be placed on the next succeeding tax roll as real property.

## Form T10: Form Instructions

**Purpose:** Use this form to convert a manufactured home from personal property to real property under NRS 361.244. This is typically required when the structure is permanently affixed to land.

### Step 1: Complete the Form

#### Recording Cover Sheet

- Enter the APN (Assessor's Parcel Number) and County name.
- Complete the Affirmation Statement stating no personal information appears in the document.
- Include names/addresses for: Recording Requester, Return Address and Tax Statement Recipient (if applicable).

#### Section 1 – Structure Information

- Enter structure details: year, manufacturer, model, serial number, size, and complete address.
- Provide names listed on the current title and lienholders. Write "None" if not applicable.

#### Section 2 – Owner/Buyer and Lienholder Info

- List name, email, and mailing address for owner(s)
- Include name and mailing address for lienholder (if applicable)
- Include the **Assessor's Parcel Number (APN)** for the real property.

#### Section 3 – Leased Land (If Applicable)

- If land is leased under NRS 361.244.1.B, provide:
  - Landowner's name, email, and mailing address.
  - Any lienholder's contact info.

#### Section 4 – Building Department Authorization

- Required for the following counties: Clark, Elko, Humboldt, Lander, Lyon, Pershing, Nye. Provide:
  - Building Permit # and/or Foundation System Seal #, Enforcement agency name, Official's name, signature, phone, and email.

#### Section 5 – Signatures and Notarization

- Must be signed in front of a Notary by Homeowner/Buyer, Landowner (if different), Lienholder (if applicable).

#### Section 6 – County Assessor Authorization (Required)

- Assessor will sign and date. Conversion is not valid until a "Real Property Notice" is issued to the Assessor.

### Step 2: Submit the Form With Proof of Payment

Once signed, notarized, and recorded with the County Recorder, submit the final version to:

**Email (Preferred):** [submissions@housing.nv.gov](mailto:submissions@housing.nv.gov)

**Mail:**

Nevada Housing Division  
Attn: Title Processing  
1830 E. College Parkway, Suite 200  
Carson City, NV 89706