

**Department of Business & Industry**  
**Nevada Housing Division**  
**Form T13: Bonded Certificate of Title Transfer**

**Steps to Obtain Bonded Certificate of Title: (For agency use only)**

- |   |       |       |       |
|---|-------|-------|-------|
| 1. Approved to proceed with permit.                 | _____ | _____ | _____ |
| 2. Approved to proceed with NHD inspection.         | _____ | _____ | _____ |
| 3. Approved to proceed with purchasing Surety Bond. | _____ | _____ | _____ |
| 4. Approved to Issue Bonded Title.                  | _____ | _____ | _____ |

**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 \_\_\_\_\_

Current Title Holder Name(s) Listed On The Title Record:

\_\_\_\_\_

Current Title Holder Email Address / Phone: \_\_\_\_\_ / \_\_\_\_\_

Lienholder(s) Information Listed On The Title Record: *If blank on record, please write 'none'*

\_\_\_\_\_

**SECTION 2. NEW TITLE OWNER(S):** *Place the legal names of owner(s) to appear on the new title.*

New Title Owner Email Address / Phone: \_\_\_\_\_ / \_\_\_\_\_

Owner 1: \_\_\_\_\_

Owner 2: \_\_\_\_\_

Owner 3: \_\_\_\_\_

If more than one owner, please select one appropriate vesting. If no vesting is selected, the title will be issued using 'or' between the names by default.

☐ Joint Tenants With Rights of Survivorship (JTWROS)

☐ and

☐ or

How would you like to receive your new title? ☐ Mail ☐ Email (electronic copy only)

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

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

**SECTION 3. BENEFICIARY:** *If you wish to appoint or change a beneficiary on this structure, please complete below. If you do not wish to add a Beneficiary, select 'None'.*

Select Action Required:

☐ Add ☐ Remove ☐ None (proceed to Section 4)

Place the legal names of beneficiary(ies) to appear on the new title:

Beneficiary 1: \_\_\_\_\_

Beneficiary 2: \_\_\_\_\_

Beneficiary 3: \_\_\_\_\_

Beneficiary 4: \_\_\_\_\_

**SECTION 4. NEW LIENHOLDER:** *Place the names of the new lienholders here.*

Print Lienholder Name(s): \_\_\_\_\_

E-mail Address: \_\_\_\_\_

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

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

**SECTION 5. TRUST APPOINTMENT & POWERS:** *If the structure is in a trust or will be placed into a trust the Trustee(s) or Successor Trustee(s) must complete this section.*

☐ **Structure is not in a trust (please proceed to Section 6)**

**For Trustee(s):**

I/We, \_\_\_\_\_  
Declare that I/we have been appointed as the trustee(s) of:

\_\_\_\_\_  
And have the powers granted as trustee(s) to sign for the transfer of the above described structure. I/We the trustee(s) jointly and severally indemnify The Nevada Housing Division and hold the State of Nevada harmless from any liability on the account of the issuance of a title on said structure as aforesaid.

**For Successor Trustee(s):**

I/We, \_\_\_\_\_  
Declare that I/we have been appointed as the successor trustee(s) of:

\_\_\_\_\_  
And have the powers granted as successor trustee(s) to sign for the transfer of the above described structure. I/We the successor trustee(s) jointly and severally indemnify The Nevada Housing Division and hold the State of Nevada harmless from any liability on the account of the issuance of a title on said structure as aforesaid.

**SECTION 6. AFFIDAVIT:**

The undersigned affirms under penalty of perjury that the statements made in this document are true and correct and are provided for the purpose of obtaining a Bonded Certificate of Ownership from the Nevada Housing Division. The undersigned (I/We) further agree to assume and satisfy all liens, claims, or encumbrances disclosed in this document or later discovered, and to indemnify and hold harmless the Division and the State of Nevada for issuing the Certificate of Ownership. The bonded title will be valid for three years. After three years, provided there are no claims against the title, the undersigned may apply to have the bond released and a standard Certificate of Title issued.

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

**SIGNATURES AND NOTARIZATION OF TITLE OWNER**

\_\_\_\_\_  
Signature of Title Owner on Record

\_\_\_\_\_  
Signature of Additional Title Owner on Record

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 7. ASSESSED VALUE AND COUNTY ENDORSEMENT:** *This is required.*

**Assessed Value of Structure in Section 1:** \$\_\_\_\_\_.

\_\_\_\_\_  
Signature of County Assessor

Date: \_\_\_\_\_ For Tax Year \_\_\_\_\_

## Form T13: Form Instructions

**Purpose:** Use this form to obtain a Bonded Certificate of Title for a manufactured structure when proof of ownership is incomplete. A surety bond is required. Valid for three years, and after three years without claims, you may apply for a standard title.

### Step 1: Preliminary Authorization Process

Before completing the form, you must be approved through four stages by the NHD. Each step must be dated and initialed by NHD staff.

- Permit Approval
- NHD Inspection Approval
- Bond Purchase Approval
- Bonded Title Issuance Authorization

### Step 2: Complete the Form

#### Section 1 – Structure Info

- Enter year, manufacturer, model, serial number, size, and location. Use exact info from the current title or a title search.
- List current title holder(s) and any lienholder(s). If none, write “None.”

#### Section 2 – New Title Owner(s)

- List full legal names of all new owners.
- Select a vesting option if more than one owner:
  - **JTWROS** = joint tenants with right of survivorship
  - **AND** = all must act together
  - **OR** = any owner may act alone (default)
- Provide contact method and mailing address.

#### Section 3 – Beneficiary (If Applicable)

- Select Add, Remove, or None.
- List up to four beneficiaries with full legal names.

#### Section 4 – New Lienholder (If Applicable)

- Provide lienholder name, email, and mailing address. If none, write “None.”

#### Section 5 – Trust (If Applicable)

- Only for structures in a trust. Trustees/successor trustees must confirm authority to transfer and indemnify the state.

#### Section 6 – Affidavit

- Declare under penalty of perjury that information is true. Agree to settle all known and later-discovered claims.
- Bonded title is valid for 3 years
- **Must be signed in front of a notary.**

#### Section 7 – Assessed Value & County Endorsement (Required)

- County Assessor must verify the assessed value of the structure and confirm taxes are paid for the current fiscal year (July 1–June 30).

### Step 3: Submit the Form

**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