

**Department of Business & Industry
Nevada Housing Division
Form T1: Certificate of Title Transfer**

Applicant Name / Company Name: _____ / _____

Applicant Email Address: _____

Applicant Phone Number: _____

Preferred contact method for questions: Mail Phone Email

Purpose of Form Submission (select all that apply):

Update Lienholder Add Beneficiaries Add Trust Change Ownership

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: *Place the information of the lienholders here.*

None (proceed to Section 2)

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.*

None (proceed to Section 5)

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 that the statements provided are made for the purpose of obtaining a Certificate of Ownership from the Division. The undersigned (I/We) 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. In consideration of \$ _____ and other valuable consideration, the undersigned (Title Owner) hereby sells, transfers, and conveys all rights, title, and interest in the described structure to the purchaser listed below, effective this ___ day of _____, 20____.

(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. NEW TITLE OWNER SIGNATURE: *This is required if adding/transferring ownership.*

Signature

Date:

SECTION 8. COUNTY ENDORSEMENT: *This is required. Submissions lacking endorsement will be returned.*

Signature of County Assessor

Date: _____ For Tax Year _____

Form T1: Form Instructions

Purpose: Use this form to transfer or update the title of a used manufactured structure. Must be submitted within **45 days** of transfer. Fees apply and you can visit the Division's website for the current fee schedule ([Nevada Housing](#)). Submit the completed form promptly after the payment is made.

Step 1: Complete the Form

- Enter applicant's name, company (if applicable), email, phone number, and select preferred method of contact.

Section 1 – Structure Info

- Enter year, manufacturer, model, serial number, size, and address of the physical 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 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)
- Include contact info and delivery preference (mail or email).
- Provide 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

- Seller affirms sale and amount.
- **Must be signed in front of a notary.**

Section 7 – Buyer Signature (Required)

- New owner must sign and date.

Section 8 – County Endorsement (Required)

- County Assessor must confirm taxes are paid (July 1–June 30).

Step 2: Submit the Form With Proof of Payment

Email (Preferred): submissions@housing.nv.gov

Mail:

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