

**Department of Business & Industry**  
**Nevada Housing Division**  
**Form T2: Transfer Without Sale Affidavit**

Applicant Name / Company: \_\_\_\_\_ / \_\_\_\_\_

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

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

Preferred contact method for questions?  Mail  Phone  Email

**SECTION 1. TYPE OF TRANSACTION AND STRUCTURE INFORMATION:**

**Important:**

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

**Type of Transaction:**

- Voluntary Surrender (By Owner **only** to the Manufactured Home Park)
- Gifted (By Manufactured Home Park)
- Transfer Statement (By Secured Party-Lienholder)

**Structure Information:**

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

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

**Physical Address of Structure**

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

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

**Current Title Holder Name(s) Listed on the Title:**

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**Lienholder Information Listed on the Title Record:** *Place the information of the lienholders here.*

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- None (proceed to Section 2)

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

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 (JTWRROS)  
 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: \_\_\_\_\_  
(First Name) (Middle Name) (Last Name)

Beneficiary 2: \_\_\_\_\_  
(First Name) (Middle Name) (Last Name)

Beneficiary 3: \_\_\_\_\_  
(First Name) (Middle Name) (Last Name)

Beneficiary 4: \_\_\_\_\_  
(First Name) (Middle Name) (Last Name)

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

None (proceed to Section 5)

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 6A. SURRENDERED BY OWNER:**

The structure in **Section 1** was acquired by the manufactured home park through a voluntary surrender by the titled owner of the structure:

\_\_\_\_\_  
Registered Owner's Name

The structure is being surrendered to:

\_\_\_\_\_  
Name of Manufactured Home Park

If the structure is deemed substandard under Nevada law, the park owner will not transfer title until the substandard conditions are corrected.

## **SECTION 6B. GIFTED BY MANUFACTURED HOME PARK:**

The Structure in **Section 1** was obtained through a lien sale or transfer of Certificate of Ownership and both parties attest that no compensation has been received and/or paid for the structure:

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Name of Manufactured Home Park

The structure is being gifted to:

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Name of Recipient of Manufactured Structure

## **SECTION 6C. TRANSFER STATEMENT BY LIENHOLDER:**

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Name of Lienholder

Is, the lienholder of record and holds a security interest in the structure in **Section 1**.

The owner of record of the structure in **Section 1** is: \_\_\_\_\_

(Current Title Owner)

and has defaulted on his/her obligation secured by the structure described in **Section 1**. I/We have exercised my/our post-default remedies with respect to the collateral.

By reason of the exercise of said post-default remedies, \_\_\_\_\_

(New Owner)

has acquired the rights of \_\_\_\_\_

(Current Title Owner)

The legal names for the Lienholder and New Title Owner are:

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Lienholder Printed Name / Signature

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New Title Owner Printed Name / Signature

## **SECTION 6D. AFFIDAVIT:**

The statements and declarations herein contained are for the specific purpose of inducing said Division to issue a Certificate of Ownership; that (I, we) shall and will assume, fully pay, satisfy and discharge any and all liens, claims or encumbrances disclosed herein or any others that may be shown or proved to be upon or against said structure and indemnify and hold harmless said Division and the State of Nevada on account of the issuance of said Certificate of Ownership on said structure as aforesaid.

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

### **Signatures and Notarization of Title Owner**

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Signature of Title Owner on Record

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Signature of Additional Title Owner on Record

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

Subscribed and sworn to before me,

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Name of Notary Public

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

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Printed name of party appearing before notary

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Notary Public Signature

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Notary Public Stamp

## **SECTION 7. NEW TITLE OWNER SIGNATURE: *This is required.***

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\_\_\_\_\_  
Signature

Date: \_\_\_\_\_

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

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

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

# Form T2: Form Instructions

**Purpose:** Use this form to document a title transfer without a traditional sale. 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 – Transaction Type & Structure Information

- Select the applicable transaction type: Voluntary Surrender, Gifted or Transfer Statement.
- Enter structure details: year, manufacturer, model, serial number, size, and physical location.
- Provide names listed on the current title and lienholders. Write "None" if not applicable.

### Section 2 – New Title Owner(s)

- Enter full legal names.
- 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 email, phone, contact/delivery preference, 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. Write "None" if not applicable.

### 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

- New owner must sign and date.
- **Required.**

### 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