

**Department of Business & Industry
Nevada Housing Division**

Form T5: Dealer Report of Sale & Transfer Affidavit

*Submit DRS to County Assessor within 30 days after date of sale for new structure.
Submit DRS to County Assessor within 45 days after date of sale for used structure.*

SECTION 1. STRUCTURE INFORMATION:

Date of Sale: _____

Dealer License #: _____

Dealer Name: _____

Dealer Email and Phone: _____ / _____

Buyer Email and Phone: _____ / _____

Type of Transaction:

___ **New Structure** (Must attach Manufacturers Certificate of Origin)

___ **Used Structure**

___ **Conversion to Real Property** (Must include the recorded T10 Affidavit of Conversion)

Year: _____ Manufacturer: _____ Model: _____

Serial #: _____ Size: _____

Physical Address: _____

City: _____ State: _____ Zip Code: _____

SECTION 2. CURRENT TITLED OWNER AND LIENHOLDER: None (proceed to Section 3)

Titled Owner Email / Phone: _____

Current Titled Owner(s) Names: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Current Lienholder on title (If Any): _____

Lienholder Email / Phone: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

SECTION 3. NEW TITLE OWNER(S): *Place the legal names of owner(s) to appear on the new title.*

Owner 1: _____

Owner 2: _____

Owner 3: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

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

SECTION 4. 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 5)

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

Beneficiary 1: _____

Beneficiary 2: _____

Beneficiary 3: _____

Beneficiary 4: _____

SECTION 5. NEW LIENHOLDER: *Place the names of the new lienholders here.*

None (proceed to Section 6)

Print Lienholder Name(s): _____

E-mail Address: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

SECTION 8. AFFIDAVIT OF DEALER: Dealer hereby certifies the foregoing is true and correct.

Dealer Name: _____

Mailing Address: _____

City _____ State _____ Zip Code _____

(Do not sign until in front of a Notary)

Signatures and Notarization:

Signature of Dealer

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 Stamp or Seal

SECTION 9. AFFIDAVIT OF OWNERS/BUYERS & BUYERS ACKNOWLEDGEMENT TAXES:

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.

Buyer Acknowledgement that Structure is Taxable by the County:

I/we have been informed that the above-described manufactured home or commercial coach is taxable in the county in which it is located. Please contact the county assessor or county treasurer as applicable.

(Do not sign until in front of a Notary)

Signatures and Notarization

Signature of Titled Owner/Seller(s)

Signature of Buyer(s)

Signature of Titled Owner/Seller(s)

Signature of Buyer(s)

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 Stamp or Seal

SECTION 10. COUNTY ENDORSEMENT - *This is required when transferring a used structure only.*

Warning: Endorsement required by county assessor where structure is situated that all taxes have been paid before title can be transferred.

Signature of County Assessor

Date: _____ For Tax Year _____

Form T5: Form Instructions

Purpose: Dealers must use this form to report the sale and transfer of manufactured structures. 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.

- **New structures:** Submit to the County Assessor within **30 days**.
- **Used structures:** Submit within **45 days**.

Step 1: Complete the Form

Section 1 –Recording Cover Page

- Select one:
 - New Structure (include Manufacturer's Certificate of Origin)
 - Used Structure
 - Conversion to Real Property (include recorded T10)
- Enter: year, manufacturer, model, serial #, size, and structure's physical location, including county.

Section 2 – Current Titled Owner & Lienholder

- Include current owner's name, mailing address, email/phone, and lienholder info if applicable.

Section 3 – New Title Owner(s) and Mailing Address

- Select a vesting option if more than one owner:
 - **JTWROS** = joint tenants with rights of survivorship
 - **AND** = all must act together
 - **OR** = any owner may act alone (default)

Section 4 – Beneficiary (Optional)

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

Section 5 – New Lienholder (If Any)

- Provide lienholder's name, email, and mailing address.

Section 6 – Trust Appointment (If Applicable)

- Trustees or successor trustees must declare authority to act and indemnify the state.

Section 7 – Cost & Sales Certification

- **New Sales:** Enter base cost and sales tax collected.
- **Used Sales:** Certify that structure is lien-free and provide sale price and date.

Section 8 – Affidavit of Dealer (Required)

- The Dealer must provide Name and Address. Must be signed in front of a notary.

Section 9 – Buyer/Seller Affidavit (Required)

- Buyers and sellers affirm the transfer is valid and lien-free.
- Buyers must acknowledge that the structure is taxable by the county.
- Signatures required, notarized.

Section 10 – County Endorsement (Used Structures Only)

- County Assessor must confirm taxes are paid before title can transfer. **Note:** Starting July 1 each year, endorsements dated before that date will not be accepted.

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

Form Revised: 02/2026

Questions? Contact us at titles@housing.nv.gov or 775-684-2940

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