

TL-100 (B) - TRANSFER TITLE AFFIDAVIT

TO TRANSFER OR CHANGE A TITLE RECORD, YOU WILL COMPLETE THIS FORM. *Additional forms and/or supporting documents may be required along with this form. There is a \$60 fee, per titling transfer or record change. You will mail this form and supporting documents to our Carson City office for processing.*

Complete documents must be submitted to the Division with proper payment within 45 days of transfer for a used structure.

Please complete the following section. Please use the information from a title search done on our website at WWW.HOUSING.NV.GOV. ***Failure to do so, will result in this document being returned to you.***

DESCRIPTION OF THE STRUCTURE:

Year: _____ Manufacturer: _____ Model: _____

Serial # _____ Size: _____

Physical Location: _____

OWNER(S) NAME(S) LISTED ON THE CURRENT TITLE RECORD IN OUR SYSTEM:

Mailing Address: _____

City _____ State _____ Zip _____

LIENHOLDER(S) INFORMATION LISTED ON THE CURRENT TITLE RECORD IN OUR SYSTEM: – *If none, please leave blank.*

Mailing Address: _____ City _____ Zip _____

SECTION 1. CONTACT INFORMATION – *Please provide the phone number and e-mail addresses of the party we should contact if there are any issues with this title. We will e-mail requests for additional information from the e-mail addresses provided.*

Name: _____

Phone: _____ E-mail Address: _____

Physical Address of the Structure: _____

What type(s) of transaction are you wishing to accomplish with this submission? *(Select all that apply)*

Home Sold/New Buyer

Change Owners Names

Remove Lienholder (May add TL-102 or Letter of No Interest)

Add New Lienholder

Remove Deceased Owner (May require court order, death certificate or TL-106, if applicable)

Repossession of Home (Lienholder will add TL-101)

Gift Home (Parks will add TL-101)

Other _____

SECTION 2. LIEN RELEASE – *If a lienholder is listed on the face of the Certificate of Ownership, they must release by attaching a TL-102 (B) Lien Satisfied Form. This form can be found on our website at WWW.HOUSING.NV.GOV on the Titling page under Titling Forms. We will also accept a Letter of No Interest (Must be on letterhead and Notarized).*

SECTION 3. TRUST APPOINTMENT & POWERS – *If the home is in a trust or will be placed into a trust the Trustee(s) or Successor Trustee(s) must complete this section. In cases where there is no trust, please leave blank.*

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 Nevada Housing Division and 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 trustee(s) jointly and severally indemnify The Nevada Housing Division, and hold the Nevada Housing Division and the State of Nevada harmless from any liability on the account of the issuance of a title on said structure as aforesaid.

SECTION 4. BILL OF SALE- *Place the date the sell/transfer occurred and the dollar amount paid for the home. If gifting a home, you may place zero dollars.*

(I, We) as seller further state that to (my, our) knowledge, the structure is free and clear of any liens, encumbrances, lawful claims and demands of any person whatsoever, and that the structure is not involved in any existing or pending litigation. That in consideration of \$_____ and other valuable consideration, the receipt whereof is hereby acknowledged, the undersigned (SELLER) does hereby sell, transfer and deliver on the _____ day of _____, 20____ his/her right, title and interest in the above described structure to the following purchaser.

SECTION 5. NEW TITLED OWNER(S) - *Place the names of owner(s) as you wish them to appear on the new title in the section below. Please print Legibly all names to be shown on the title. Vesting is for situations where there are multiple owners only. If vesting is not selected, we will place an "OR". **The new title will be sent via e-mail to the addresses provided below.***

(Please print clearly and legibly all names to be shown on the title)

Print New Owners Name(s):

If applicable, please select the appropriate vesting: _____ JTWRORS _____ OR _____ AND

E-Mail Address: _____

Mailing Address: _____

City _____ State _____ Zip _____

SECTION 6. BENEFICIARY/TRANSFER ON DEATH – *If you wish to appoint or change a beneficiary on this structure, please complete below. For more details, see NRS 489.564. If you do not wish to add a Beneficiary, please leave blank.*

Select Action Required: ___Add ___Remove

Print the Full Legal names associated with the action above:

All titled owners require notarized signatures on section ten (10) for the adding or removal of beneficiaries.

SECTION 7. NEW LIENHOLDER – *Place the names of the new lienholders here.*

Print Lienholder Name(s): _____

E-mail Address: _____

Mailing Address: _____
(Street) (City) (State) (Zip)

SECTION 8. 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 until in front of a Notary)

9. SIGNATURES AND NOTARIZATION OF SELLER(S)

Signature of Owner/Seller(s)

Signature of Owner/Seller(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

(Do not sign until in front of a Notary)

10. SIGNATURES AND NOTARIZATION OF NEW TITLE OWNER(S)

Signature of Purchaser(s)

Signature of Purchaser(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 11. COUNTY ENDORSEMENT - *This is required. Submissions lacking endorsement will be rejected.*

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

Date: _____ For Tax Year _____

Signature of County Assessor

TL-100 (B) - TRANSFER TITLE AFFIDAVIT

Read instructions carefully to complete this form

Below you will find information about each section of the form. Should you have additional questions after reviewing these instructions, please e-mail your questions to titles@housing.nv.gov we will be happy to answer your questions.

TOP OF THE FORM

The top section of the form must be complete with the description of the structure, the name(s) of the owners currently appearing on the titling record, along with the current lienholders listed on the titling record (if any). This area should read exactly as it does on the title record in our system. Any information that is not provided on the current title record will be left blank on this form.

Complete a title search on our website at WWW.HOUSING.NV.GOV to find this information. Select the “Manufactured Housing” tab at the top of the home page. It will offer a drop-down selection of items, select the “Titles” option. On the right-hand side of the page, select the section marked “Title Search”. Please note: Cellphones may display the information in a slightly different fashion, but you will still select the items in this order.

It is best to search the home by street address or serial number. If you have issues locating the structure, please send an e-mail to titles@housing.nv.gov. We will be happy to send you the titling record.

SECTION ONE – CONTACT INFORMATION

Please provide the names, phone numbers, and e-mail addresses of the persons to contact should we have any questions about your titling submission in this section.

If the Division requires additional items or require corrections to your submission, they will e-mail you a correction letter to the e-mail address provided. If you do not have an e-mail address, please place the words “Please Mail” in the e-mail address section.

Please place the physical address of the structure in this area. If the home has been moved, we will require proof of installation at its new location to update the address on the face of the title. Acceptable forms of proof are a clear image of the installation label or a photocopy of paper certificate of installation. This can be included with your titling paperwork. If you do not provide this information, we will not update the address on the title.

In addition, we want to know what you are wishing to accomplish with this transaction, we ask that you select all boxes that apply. If you do not see a situation that applies, you may complete the “**Other**” section.

SECTION TWO – LIEN RELEASE

If there is a lienholder appearing on the current record, they will have to release their interest in the structure before for any changes to the record can occur. Please note: A lienholder may be placed back onto the title in section seven.

The lienholder may use either the TL-102 (B) Lien Satisfaction form or a “Letter of No Interest” to release their lien. If for some reason, you have issues obtaining these items, please e-mail titles@housing.nv.gov for further guidance.

SECTION THREE – TRUST APPOINTMENT & POWERS

This section must be completed anytime the name of a trust is being added or removed from a title record. The trustee(s) or successor trustee(s) will complete the section indicating their authority to act on the behalf of the trust.

If there is more than one trust being added or removed during this transaction, each trust will complete their own TL-100 (B) Transfer Affidavit as we will require the notarized signatures appointed representatives for each trust.

In the case of successors trustee(s), they will need to provide a photocopy of the death certificate for the trustee(s).

SECTION FOUR – BILL OF SALE

This section should always be completed. You will place the date of the purchase/transfer in this section along with the purchase price of the structure. If no funds were transferred, you may place the amount of zero dollars in this area.

SECTION FIVE – NEW TITLED OWNER

The name(s) of the new owner(s) will appear in this section. The name(s) provided in this section will be what appears on the new title record.

It should be noted that the Division will send the new title via e-mail to the addresses provide in this area. The Division no longer mails out paper titles. If you do not have an e-mail address, please place the words "Mail Title" in the e-mail address section.

The vesting boxes are only selected when you have multiple names on title. If you are the sole owner, then you will skip the vesting on section five (5) of the TL-100 (B) Transfer Affidavit.

If you fail to select a vesting type, we will place "OR" between the names.

What do the vesting terms mean?

JTWROS - Joint Tenants with Rights of Survivorship

- ALL living parties are required to sign in order to transfer the title, and signatures must be notarized
- All joint owners have equal portions of ownership that are immediately allocated to remaining owners, if one owner dies
- If one of the listed owners is deceased, a copy of the death certificate will be required to transfer the home

OR

- Only one-party is required to sign when transferring the title, and that signature must be notarized
- If one of the listed owners is deceased, the remaining owners will have the authority to act as a sole representative without having to submit additional documents

AND

- ALL listed owners are required to sign when transferring title, and all signatures must be notarized
- If one of the listed owners is deceased, a copy if the death certificate will be required along with either a Court Order or a TL-106 Affidavit of Entitlement (if applicable)

SECTION SIX – BENEFICIARY TITLES

This is a title that would convey to the beneficiary or beneficiaries upon the death(s) of all titled owner(s).

It is different from the JTWROS, because the beneficiary does not take ownership of the home until the passing of the titled owner(s).

The names of the beneficiaries will appear in the section marked at TOD (Transfer on Death) on the face of the new title.

How does it work?

- The homeowners will provide the full legal names of all beneficiaries on either the TL-100 (B) Transfer Affidavit or a Certificate of Ownership that was issued by the Division after August 23, 2022
- The Division will issue a title naming the beneficiaries under the TOD section
- Upon passing of the titled owners, the beneficiaries will provide the Division with either the TL-100 (B) Transfer Affidavit or a Certificate of Ownership that was issued by the Division after August 23, 2022, Death Certificate(s) for titled owner(s) and a titling fee

Important things to know

- We need full legal names for all beneficiaries
- Beneficiaries may be added and/or removed by titled owners at ANY time. A titling fee will apply each time a change to the record is made
- In order to add or remove a beneficiary, **ALL** titled owners must have their signatures notarized on section ten of either the TL-100 (B) Transfer Affidavit or a Certificate of Ownership that was issued by the Division after August 23, 2022

SECTION SEVEN – NEW LIENHOLDER

If the new owner(s) are making payments to individual(s), trust, and/or a company that party should appear as a lienholder on the new title record. The lienholder will be e-mailed a copy of the title for their records. If for some reason, they do not have e-mail, they should place the words "Please mail title" on the e-mail address line in this section.

Once the lienholder has been paid off, they should provide the owner(s) of the structure with a TL-102 (B) Lien Satisfied form. The owner(s) will complete a new TL-100 (B) Transfer Affidavit or a Certificate of Ownership that was issued by the Division after August 23, 2022 and turn it into our Division along with the TL-102 (B) Lien Satisfied form and a \$60 titling fee. These forms can be found on our website at WWW.HOUSING.NV.GOV.

SECTION EIGHT – AFFIDAVIT

The sellers and buyers will want to review the affidavit in this section as they will be attesting to this statement when they have their signature(s) notarized in the selections below.

SECTION NINE – SIGNATURES AND NOTARY OF SELLER(S)

The seller(s) will have their signature(s) notarized in this area. You will want to review the vesting on the face of the current titling record and the beneficiary section to determine if all parties must have their signatures notarized in this section.

We require original notarized signatures on this document and cannot accept photocopies or scans. We do accept electronic notary. Please Note: A notary may use an acknowledgement form. If this is used, please be sure to attach it to this form.

If you are adding additional names to the title, the parties appearing on the face of the title must sign according to the vesting selected between their names in this section.

If the owner(s) of the structure are adding or removing a beneficiary on the face of the title, please remember that all parties appearing on the face of the title must have their signatures notarized no matter their vesting in this section.

Please note: If you have multiple signers, they may complete their own TL-100 (B) Transfer Affidavit. It can be turned into our Division along with the other titling documents to create a titling package.

SECTION TEN – SIGNATURES OF NEW TITLED OWNER(S)

The new titled owner(s) will have their signature notarized in this area. You will want to review the vesting in section five and the beneficiary section to determine if all parties must have their signatures notarized in this section.

We require original notarized signatures on this document and cannot accept photocopies or scans. We do accept electronic notary. Please Note: A notary may use an acknowledgement form. If this is used, please be sure to attach it to this form.

If you are adding additional names to the title, the parties appearing on the face of the title must sign according to the vesting selected between their names in this section.

If the owner(s) of the structure are adding or removing a beneficiary on the face of the title, please remember that all parties appearing on the face of the new title must have their signatures notarized no matter their vesting in this section.

Please note: If you have multiple signers, they may complete their own TL-100 (B) Transfer Affidavit. It can be turned into our Division along with the other titling documents to create a titling package.

SECTION ELEVEN – COUNTY ENDORSEMENT

You will need to obtain the signature of the County Assessor in which the structure is located. It needs to indicate that the taxes are paid for the current fiscal tax year. It should be noted that the fiscal calendar run July 1st and ends on June 30th every year. Starting July 1st of each year, we will not accept any documents signed by the County Assessor prior to that date.

Some assessors will require an endorsement on the Certificate of Ownership, if your county requires the endorsement on this document, please e-mail us at titles@housing.nv.gov and we can send it to you.