

## DUPLICATE AND TRANSFER TITLE AFFIDAVIT INSTRUCTIONS (TL-100)

Read instructions carefully to complete this form

**ATTENTION: THIS FORM IS TO BE USED TO OBTAIN A DUPLICATE TITLE, TO TRANSFER OWNERSHIP OF THE STRUCTURE, OR MAKE ANY CHANGES TO THE CURRENT RECORD. TITLE TRANSACTIONS DONE THROUGH FORMS WILL REQUIRE ADDITIONAL DOCUMENTATION WHICH WILL VARY FROM CASE TO CASE. EXAMPLES OF ADDITIONAL DOCUMENTATION ARE THE AFFIDAVIT OF ENTITLEMENT, PROBATE DOCUMENT, ETC.**

**There is a \$40 fee for EACH change of ownership or duplicate. Make checks or money orders payable to Nevada Housing Division.**

- The Division prefers to have both an email address and a phone number to contact you in case there are corrections needed after your paperwork is submitted to the Division. If you do not have both an email address and a phone number, one or the other **MUST** be provided.

- Provide the reason why an original title was not available to sign at the time of purchase/transfer. Was it lost, stolen, destroyed or other? If other, please state the reason.

- Indicate what type of transaction you will be working on. (You are required to complete only the appropriate sections based on the transaction type.)

✓ **If you want to obtain a duplicate of your title, complete the following sections:**

- Section 1. Description of the structure
- Section 2. Owner and lienholder information
- Section 3. Trust appointment & powers (ONLY if applicable)
- Section 7. Signatures and notarization

- **If there is an existing lienholder shown on title, the lienholder must sign the form.**

✓ **If you are selling the structure, complete the following sections:**

- Section 1. Description of the structure
- Section 2. Owner and lienholder information
- Section 3. Trust appointment & powers (ONLY if applicable)
- Section 4. Statement of Facts
- Section 5. New Owners
- Section 6. New Lienholder (ONLY if applicable)
- Section 7. Signatures and Notarization
- Section 8. County Endorsement

✓ **If you are making any changes to the current record, complete the following sections:**

- Section 1. Information of the structure
- Section 2. Owner and lienholder information
- Section 3. Trust appointment & powers (ONLY if applicable)
- Section 5. New Owners
- Section 6. New Lienholder (ONLY if applicable)
- Section 7. Signatures and Notarization
- Section 8. County Endorsement

✓ **If you have a paper Certificate of Ownership (Title) and you ONLY want a Bill of Sale:**

Complete the separate Bill of Sale TL-112 Form

### SECTION 1. DESCRIPTION OF THE STRUCTURE

The information required for part one (YEAR, MAKE, MODEL, SERIAL #, and SIZE) can be found on our website:

<http://mhd.nv.gov/Content/Titling/TitleSearch/>

Title records can be found by structure serial number, owner name or address. **(The easiest way to find a title record will be by serial number.)**

**SECTION 2. OWNER/SELLER AND LIENHOLDER INFORMATION** (Changes not **involving** a sale or transfer should be completed by the current registered owner.)

- Provide the registered owner name (see title search) and address.
- Provide current lienholder name and address if any. (see title search)
  - If there is an existing lienholder shown on title, the lienholder must sign the form. If the home is being transferred, a Lien Satisfied form (**TL-102**) must be completed.

**SECTION 3. TRUST APPOINTMENT & POWERS**

This section is to be completed **ONLY** if the structure is in the name of a trust.

- ✓ If you are the Trustee(s), you will only fill out information from the left column.
- ✓ If you are the Successor Trustee(s), you will only fill out the information from the right column.

**SECTION 4. STATEMENT OF FACTS (BILL OF SALE)**

- State the dollar amount of the sale
- State the date of sale

**SECTION 5. NEW OWNER(S) (Please print clearly and legibly all names to be shown on the title.)**

- Print clearly and legibly all names to be shown on the new title, and select the appropriate vesting.

✓ **Difference between different vesting options.**

**“JTWRORS” JOINT TENANTS WITH RIGHT OF SURVIVORSHIP**

- All joint owners have equal portions of ownership that are allocated to remaining owners, if one owner dies.
- ALL living parties are required to sign, and signatures must be notarized.
- If one of the listed owners is deceased, a certified Death Certificate will be required.

**“OR”**

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

**“AND”**

- ALL listed owners are required to sign and signatures must be notarized
- If one of the listed owners is deceased, a certified Death Certificate will be required along with probate documentation or an Affidavit of Entitlement (Only if the affiant meets requirements to claim ownership through this process.) Please refer to the Affidavit of Entitlement form and instructions for additional information.

**MAILING ADDRESS:**

Provide a mailing address where you wish to receive your new title.

**SECTION 6. NEW LIENHOLDER**

This needs to be completed only if there is going to be a new lienholder on title. Provide the Lienholder Name, Address, Email and Phone Number. When a new title is issued with a lienholder on it, the title will always be mailed to the lienholder.

**SECTION 7. SIGNATURES & NOTARIZATION (Do not sign until in front of a Notary)**

ALL signatures **MUST** be signed and witness by a notary. This section is for the notary to complete, sign and stamp. For additional signature lines, please have the notary attach an acknowledgement form.

**SECTION 8. COUNTY ENDORSEMENT**

Obtain the signature of the County Assessor, in which the structure is located, indicating taxes are paid current for the current tax year. The fiscal calendar year starts on July 1<sup>st</sup> and ends June 30<sup>th</sup> of each year. Starting **July 1<sup>st</sup>** of each year, we will not accept any documents signed by the County Assessor prior to that date.

**DEPARTMENT OF BUSINESS AND INDUSTRY**  
**NEVADA HOUSING DIVISION – MANUFACTURED HOUSING**  
1830 E. College Pkwy, #120, Carson City, Nevada 89706; Phone: 775-684-2940  
3300 W. Sahara Ave. #320, Las Vegas, Nevada 89102; Phone: 702-486-4135  
Website: mhd.nv.gov / Email: [titles@housing.nv.gov](mailto:titles@housing.nv.gov)

**DUPLICATE AND TRANSFER TITLE AFFIDAVIT (TL-100)**

Applicant Email Address (required): \_\_\_\_\_ / \_\_\_\_\_

Applicant Phone Number (required): \_\_\_\_\_ / \_\_\_\_\_

If you do not have possession of the Certificate of Ownership, please indicate the reason:

\_\_\_\_ Lost, \_\_\_\_ Stolen, \_\_\_\_ Destroyed \_\_\_\_ Other \_\_\_\_\_

**Type of Transaction:** \_\_\_\_\_ Duplicate \_\_\_\_\_ Transfer \_\_\_\_\_ Change to the Current Record

**SECTION 1. DESCRIPTION OF THE STRUCTURE**

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

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

Physical Location: \_\_\_\_\_

**SECTION 2. OWNER/SELLER AND LIENHOLDER INFORMATION (“Seller” if home is being Sold/Transferred)**

Current Owner(s)/Seller(s): \_\_\_\_\_

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

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_,

Current Lienholder (If Any): \_\_\_\_\_

*(If Home is being transferred, complete Lien Satisfied form TL-102 to release lien)*

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

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_,

**SECTION 3. TRUST APPOINTMENT & POWERS**

**TRUSTEE**

**SUCCESSOR TRUSTEE**

I/We, \_\_\_\_\_

I/We, \_\_\_\_\_

Declare that I/we have been appointed as the trustee(s)

Declare that I/we have been appointed as the successor

of \_\_\_\_\_

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.

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. STATEMENT OF FACTS (BILL OF SALE)**

(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 OWNER(S)/PURCHASER(S) (Please Type or print clearly and legibly all names to be shown on the title)**

That (I, we) have good right and lawful authority to request the Division to issue a title on said structure to:

New Owner(s)/Purchaser(s) \_\_\_\_\_

**Select the appropriate vesting:**

\_\_\_\_\_ JTWR0S, \_\_\_\_\_ OR, \_\_\_\_\_ AND

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

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

**SECTION 6. NEW LIENHOLDER**

New Lienholder: \_\_\_\_\_

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

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

**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.**

**SECTION 7. SIGNATURES AND NOTARIZATION (Do not sign until in front of a Notary)**

\_\_\_\_\_  
Signature of Owner(s)/**Seller(s)**

\_\_\_\_\_  
Signature of Purchaser (s)

\_\_\_\_\_  
Signature of Owner(s)/ **Seller(s)**

\_\_\_\_\_  
Signature of Purchaser (s)

\_\_\_\_\_  
Signature of Lienholder (s)

\_\_\_\_\_  
Signature of Purchaser (s)

**(For Notary use only)**

State of \_\_\_\_\_ County \_\_\_\_\_  
Subscribed and sworn to before me,

State of \_\_\_\_\_ County \_\_\_\_\_  
Subscribed and sworn to before me,

\_\_\_\_\_  
(Name of Notary Public)

\_\_\_\_\_  
(Name of Notary Public)

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

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

by \_\_\_\_\_

by \_\_\_\_\_

\_\_\_\_\_  
(Printed name of party appearing before Notary)

\_\_\_\_\_  
(Printed name of party appearing before Notary)

\_\_\_\_\_  
Notary Public Signature

\_\_\_\_\_  
Notary Stamp or Seal

\_\_\_\_\_  
Notary Public Signature

\_\_\_\_\_  
Notary Stamp or Seal

**SECTION 8. COUNTY ENDORSEMENT**

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