

TRANSFER WITHOUT SALE AFFIDAVIT INSTRUCTIONS (TL-101)

Read instructions carefully to complete this form

ATTENTION: USE THIS FORM ONLY FOR TRANSACTIONS WITHOUT SALE SUCH AS:

- VOLUNTARY SURRENDER BY OWNER TO THE MANUFACTURED HOME COMMUNITY TO CANCEL LIEN ACTIONS FOR NON-PAYMENT OF RENT
- GIFTED BY THE MANUFACTURED HOME COMMUNITY OWNER
- TRANSFER STATEMENT BY LIENHOLDER AND ONLY AFTER THE REPOSSESSION PROCESS HAS BEEN COMPLETED

There is a \$40 fee for each Transfer or change to the Record. Make checks or money orders payable to Nevada Housing Division or use the Credit/Debit Card Authorization (PIP 204) form

<https://housing.nv.gov/uploadedFiles/housingnewnv.gov/Content/ManfHousing/PIP/PIP-204%20CC%20Form.pdf>

- The Division prefers 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
- 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 the homeowner wishes to surrender the structure, please complete the following sections:**

- Section 1. Description of the structure
- Section 2. Surrendered by owner
- Section 5. Signatures and notarization (Print and sign on the appropriate line based on the position each party holds on the transaction.)
 - Please print clearly and legibly the name of:
 - Current registered owner – TRANSFERORS' LINE
 - Community owner or representative who has been assigned through power of attorney – TRANSFEREES' LINE
 - If a community representative who has been assigned through power of attorney is signing in behalf of the community, please submit a copy of the power of attorney
 - Both parties must sign in front of a notary

✓ **If the community owner/representative wishes to gift the structure, please complete the following sections:**

- Section 1. Description of the structure
- Section 3. Gifted by manufactured home community
- Section 5. Signatures and notarization (Print and sign on the appropriate line based on the position each party holds on the transaction)
 - Please print clearly and legibly the name of:
 - Community owner or representative who has been assigned through a power of attorney – TRANSFERORS' LINE
 - If a community representative who has been assigned through power of attorney is signing in behalf of the community, please submit a copy of the power of attorney
 - Party receiving the structure – TRANSFEREES' LINE
 - Both parties must sign in front of a notary

✓ **If the secured party/lienholder wishes to take ownership of the structure after the repossession process has been completed, complete the following sections:**

- Section 1. Description of the structure
- Section 4. Transfer statement by secured party/lienholder
- Section 5. Signatures and notarization (Print and sign on the appropriate line based on the position each party holds on the transaction)
 - Please print clearly and legibly the name of:
 - The secured party/lienholder (Company/individual) – TRANSFERORS' LINE
 - Party receiving the structure – TRANSFEREES' LINE
 - Both parties must sign in front of a notary
- If the structure is not transferring to anyone else but the secured party/lienholder, then the lienholder must sign as both the transferor and the transferee

SECTION 1. DESCRIPTION OF THE STRUCTURE

The (YEAR, MANUFACTURER, MODEL, SERIAL #, SIZE, and PHYSICAL LOCATION) can be found on our website:

<http://housing.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. SURRENDERED BY OWNER

Please print clearly and legibly the name of:

- The registered owner
- The name of the manufactured home community owner
- The name of the manufactured home community

SECTION 3. GIFTED BY MANUFACTURED HOME COMMUNITY

- Please print clearly and legibly the legal name of the manufactured home community
- Please print clearly and legibly the name of the individual the structure is being gifted to

SECTION 4. TRANSFER STATEMENT BY SECURED PARTY/LIENHOLDER (To be used ONLY after the repossession process has been completed.)

- On "Secured party/lienholder" line, please print clearly and legibly the name of the lienholder
- On "Debtor" line please print clearly and legibly the name of the registered owner
- On "Transferee" line please print clearly and legibly the name of the party acquiring the structure
- Please print clearly and legibly the name of the debtor
- Please print clearly and legibly legal names, mailing addresses for the secured party, the debtor and the transferee
- Attach original title, if available. If the original title has been misplaced, the secured party/lienholder must complete the TL- 100 Duplicate and Transfer Title Affidavit form

SECTION 5. SIGNATURES AND NOTARIZATION (Do not sign until in front of a Notary)

Print and sign on the appropriate line based on the position each party holds on the transaction. 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 6. 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 1st and ends June 30th of each year. Starting **July 1st** of each year, we will not accept any documents signed by the County Assessor prior to that date.

In accordance with:

NRS 461A.120 Conditions which render mobile home substandard. Any mobile home where there exist any of the following listed conditions which endanger the life, health, property, safety or welfare of the public or the occupants of the mobile home is hereby declared to be substandard:

1. Inadequate sanitation
 2. Structural hazards
 3. Nuisance
 4. Hazardous wiring
 5. Hazardous plumbing
 6. Hazardous mechanical equipment
 7. Faulty weather protection
 8. A condition as to cause a fire or explosion
 9. Faulty materials of construction
 10. Hazardous or unsanitary premises
- (Added to NRS by [1981, 1231](#))

NRS 489.336 Limited lien resale licenses and permits authorizing landlord or manager of the mobile home park to sell used mobile home: Regulations; authorized use.

1. The Division shall adopt regulations for the issuance of limited lien resale licenses and permits authorizing a landlord or manager to sell a used mobile home if:
 - (a) The mobile home is located in a mobile home park that the landlord or manager owns, leases or manages; and
 - (b) The landlord or manager purchased the mobile home at a sale to enforce a lien pursuant to [NRS 108.270](#) to [108.367](#), inclusive or acquired the mobile home through a voluntary surrender by the owner of the mobile home
 2. The regulations must specify the requirements for the issuance of a license or permit, including, without limitation, any educational requirements
 3. A person who is issued a license or permit pursuant to the regulations may sell a used mobile home in accordance with the license or permit
 4. As used in this section:
 - (a) "Landlord" has the meaning ascribed to it in [NRS 118B.014](#).
 - (b) "Manager" has the meaning ascribed to it in [NRS 118B.0145](#).
 - (c) "Mobile home park" has the meaning ascribed to "manufactured home park" in [NRS 118B.017](#).
- (Added to NRS by [2001, 1947](#); A [2009, 1909](#); [2015, 518](#))

NRS 104.9619 Transfer of record or legal title.

1. In this section, "transfer statement" means a record authenticated by a secured party stating:
 - (a) That the debtor has defaulted in connection with an obligation secured by specified collateral;
 - (b) That the secured party has exercised its post default remedies with respect to the collateral;
 - (c) That, by reason of the exercise, a transferee has acquired the rights of the debtor in the collateral; and
 - (d) The name and mailing address of the secured party, debtor and transferee.
 2. A transfer statement entitles the transferee to the transfer of record of all rights of the debtor in the collateral specified in the statement in any official filing, recording, registration or certificate-of-title system covering the collateral. If a transfer statement is presented with the applicable fee and request form to the official or office responsible for maintaining the system, the official or office shall:
 - (a) Accept the transfer statement;
 - (b) Promptly amend its records to reflect the transfer; and
 - (c) If applicable, issue a new appropriate certificate of title in the name of the transferee.
 3. A transfer of the record or legal title to collateral to a secured party under subsection 2 or otherwise is not of itself a disposition of collateral under this article and does not of itself relieve the secured party of its duties under this article
- (Added to NRS by [1999, 356](#))

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: housing.nv.gov / Email: titles@housing.nv.gov

TRANSFER WITHOUT SALE AFFIDAVIT (TL-101)

Applicant Email Address (required): _____/_____
Applicant Phone Number (required): _____/_____

Type of Transaction:

_____ VOLUNTARY SURRENDERED (By Owner ONLY to the Manufactured Home Community)

_____ GIFTED (By Manufactured Home Community)

_____ TRANSFER STATEMENT (By Secured Party-Lienholder)

SECTION 1. DESCRIPTION OF THE STRUCTURE

Year: _____ Manufacturer: _____ Model: _____

Serial #: _____ Size: _____

Physical Location: _____

SECTION 2. SURRENDERED BY OWNER

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

(Registered Owner)

The structure is being surrendered to:

(Manufactured Home Community Owner)

(Name of Manufactured Home Community)

In the event the subject manufactured structure is deemed to be substandard as defined in the state of Nevada, [NRS 461A.120](#), the owner of the community will not transfer title of same to a third party unless/until the conditions that rendered the structure substandard are abated.

This section is only to be used by manufactured home communities under [NRS 489.336](#) in conjunction with the limited lien resale license process.

SECTION 3. GIFTED BY MANUFACTURED HOME COMMUNITY

The Structure in **SECTION 1** was obtained through a lien sale or transfer of Certificate of Ownership by:

(Name of Manufactured Home Community)

The structure is being gifted to:

(Name of Recipient of Manufactured Structure)

The undersigned owner of the community warrants that the structure is not in substandard condition, as defined by state of Nevada Housing Division - Manufactured Housing statutes and regulations. Both parties attest that no compensation has been received and/or paid for the structure.

SECTION 4. TRANSFER STATEMENT BY SECURED PARTY (LIENHOLDER)

(Secured Party/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: _____
(Debtor)

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, _____
(Transferee)

has acquired the rights of _____ in the structure.

(Debtor)

The legal names and mailing addresses for the Secured Party, Debtor, and Transferee are:

Secured Party:

Debtor:

Transferee:

(Print Name)

(Print Name)

(Print Name)

(Address)

(Address)

(Address)

(City, State, Zip)

(City, State, Zip)

(City, State, Zip)

CERTIFICATION:

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 5. SIGNATURES AND NOTARIZATION (Do not sign until in front of a Notary)

Printed Name of Transferors

Printed Name of Transferees

Signature of Transferors

Signature of Transferees

For Notary use only

State of _____ County _____

State of _____ County _____

Subscribed and sworn to before me,

Subscribed and sworn to before me,

(Name of Notary Public)

(Name of Notary Public)

on this _____ day of _____, 20____
by _____

on this _____ day of _____, 20____
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 6. COUNTY ENDORSEMENT

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

