

# TITLE CORRECTION AFFIDAVIT INSTRUCTIONS (TL-103)

Read Instructions carefully to complete this form

**ATTENTION: THIS FORM IS TO BE USED ONLY TO MAKE CORRECTIONS TO INFORMATION MISTAKENLY WRITTEN ON A TITLE OR MAKE CHANGES ON ANY OTHER TITLING FORMS. THIS FORM ALONE IS NOT VALID WITHOUT BEING SUBMITTED WITH ADDITIONAL DOCUMENTATION. EXAMPLES OF ADDITIONAL DOCUMENTATION CAN BE TRANSFER OF TITLE APPLICATION, AFFIDAVIT OF ENTITLEMENT, PROBATE DOCUMENT, ETC.**

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 email address and phone number, one or the other **MUST** be provided.

## SECTION 1. DESCRIPTION OF THE STRUCTURE

The (YEAR, MANUFACTURER, MODEL, SERIAL #, and SIZE) 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. STATEMENT OF ERROR

On this section, you will describe which section of the document contains the error. Additionally, you will let the Division know what information needs to be removed from the record based on the error made, and lastly, identify the correct information that should go on your title/form.

- Locate the section of the title/form that needs the correction
- Please print clearly and legibly the form name and number or document that needs the correction
- Tell us what information should NOT be part of the record
- Let us know what information SHOULD be part of the record

## SECTION 3. NAME STATEMENTS

Select an option that best matches your situation:

- To declare that you are one and the same person. For example, I declare Henry John Smith and Hank John Smith are one and the same person
- Correction of a misspelled name. The spelling of your name must match the spelling as notarized and verified by the notary using an acceptable form of identification
- Change of name without the intent of fraud. For example, a name changed due to marriage
- Clearly, print your name as you wish to appear on the Certificate of Ownership/Title

## SECTION 4. SIGNATURES AND NOTARIZATION

- Print clearly and legibly the name(s) of the people signing the form in front of a notary. Please keep in mind that you will need to follow vesting guidelines as you provided them on your titling forms

**Disclaimer: The following is only provided to assist you with making a decision with vesting options. Please keep in mind that each titling case is unique and the documentation that we will require for each vesting option may vary from case to case.**

### ✓ Difference between different vesting options

#### Joint tenants with right of survivorship (JTWROS)

- All joint owners have equal portions of ownership that are immediately allocated to the 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, each of the remaining registered owners has the authority to act as a sole representative without having to submit additional documentation to the Division

**AND**

- 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 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

**DEPARTMENT OF BUSINESS AND INDUSTRY**  
**NEVADA HOUSING DIVISION – MANUFACTURED HOUSING**  
1830 E. College Pkwy. #200, 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

**TITLE CORRECTION AFFIDAVIT (TL-103)**

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

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

**SECTION 1. DESCRIPTION OF THE STRUCTURE**

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

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

**SECTION 2. STATEMENT OF ERROR**

The undersigned, being duly sworn, states that the error appearing on section # \_\_\_\_\_ on the \_\_\_\_\_

Name of Document or Form

The following information should not be part of the record. \_\_\_\_\_

I request the information to be corrected as follows: \_\_\_\_\_

**SECTION 3. NAME CORRECTION**

**A. STATEMENT OF ONE AND THE SAME PERSON:**

I declare that \_\_\_\_\_

and \_\_\_\_\_

are one and the same person.

**B. STATEMENT TO CORRECT MISSPELLING OF NAME:**

A name is incorrectly spelled on the Division's records. I request the records be corrected.

The correct spelling is: (PLEASE PRINT)

FIRST \_\_\_\_\_ MIDDLE \_\_\_\_\_ LAST \_\_\_\_\_

**C. CHANGE OF NAME – INDIVIDUAL ONLY:**

I have legally changed my name without the intent to defraud

from: \_\_\_\_\_

To: \_\_\_\_\_

The new name will be used in the future.

I/we wish my/our names(s) to appear on the Certificate of Ownership as follows:

\_\_\_\_\_

*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.*

I certify under penalty of perjury that the foregoing is true and correct. Pursuant to NRS 489.821, it is a gross misdemeanor to submit false information to the Division.

**SECTION 4. SIGNATURES & NOTARIZATION (Do not sign until in front of a Notary)**

Printed Name(s): \_\_\_\_\_

Signature: \_\_\_\_\_

**For Notary use only**

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

This instrument was acknowledged before me, \_\_\_\_\_ the undersigned  
(Name of Notary Public)

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

by \_\_\_\_\_  
(Name of Signer)

Notary Public Signature

Notary Stamp or Seal