

# AFFIDAVIT OF DISMANTLING INSTRUCTIONS (TL-107)

**Read instructions carefully to complete this form**

- 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

## 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. AFFIDAVIT OF DIMANTLING

- ✓ Please print clearly and legibly the name of:
  - The undersigned
  - Mailing address

## SECTION 3. SIGNATURES & NOTARIZATION

ALL signatures **MUST** be signed and witnessed 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.

**WITHIN 15 DAYS AFTER DEMOLITION OR DISMANTLING, THE OWNER DISMANTLING A MANUFACTURED HOME, WHETHER IT BE AN INDIVIDUAL OR A MANUFACTURED HOME COMMUNITY, MUST COMPLETE THE AFFIDAVIT OF DISMANTLING FORM AND SUBMIT THE FORM TO THE DIVISION.**

- ✓ **SEE NRS [461A.140](#), DUTIES OF AGENCY UPON FINDING MOBILE HOME SUBSTANDARD**
- ✓ **AND NRS [461A.090](#), POWERS OF ADMINISTRATOR OR PERSON DESIGNATED BY AGENCY FOR ENFORCEMENT**

**DO NOT GIVE YOUR ORIGINAL TITLE TO YOUR CONTRACTOR OR TO THE LANDFILL COMPANY. IT MUST BE SURRENDERED TO MANUFACTURED HOUSING WITH THIS AFFIDAVIT**

**Prior to the preparation of a home for dismantling, always contact your local building department to determine if they require any permits.**

**COMMUNITY OWNERS: If dismantling a tenant's home – See NRS 118B.120 or contact the Housing Division**

## PROOF OF OWNERSHIP

- Registered Owner of the home must sign the Affidavit of Dismantling (See Section 3.). If the affiant is not the current owner of the home, then affiant must first complete a TL-100 Transfer Title form to obtain Certificate of Ownership.

**NOTE:** The Housing Division may, at its discretion require an on-site inspection by a Housing Division Inspector to verify dismantlement.

**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

**AFFIDAVIT OF DISMANTLING (TL-107)**

If the structure has been converted to real property, see [NRS 361.2445](#)

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

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

**SECTION 1. INFORMATION OF THE STRUCTURE/LOCATION/CONDITION**

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

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

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

**SECTION 2. AFFIDAVIT OF DISMANTLING**

The undersigned, \_\_\_\_\_

Mailing address: \_\_\_\_\_

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

Upon oath states that he/she/they is/are the owner(s) of the structure described in **SECTION 1**:

that said structure has been dismantled by affiant and that said structure is free and clear of any claims, liens, or encumbrances upon or against the same or to the affiant's ownership thereof; that the affiant makes this affidavit as an application to the Manufactured Housing, Nevada Housing Division of the Department of Business and Industry, for the cancellation of the Title for said structure. Affiant hereby surrenders the Title, properly endorsed and/or other documents which prove affiant's ownership of the said structure. The affiant shall and will assume, fully pay, satisfy and discharge any and all liens, claims, or encumbrances against said structure, and indemnify and hold harmless said Manufactured Housing, Nevada Housing Division, Department of Business & Industry, and the State of Nevada on account of the cancellation of said Title.

**The statements and declarations herein contained are for the specific purpose of inducing said Division to cancel 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 cancellation of said Certificate of Ownership on said structure as aforesaid.**

**SECTION 3. SIGNATURES & NOTARIZATION (Do not sign until in front of the Notary)**

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature of Legal Owner

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature of Legal Owner

**(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\_\_\_\_\_  
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