

**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](http://housing.nv.gov)/ Email: [titles@housing.nv.gov](mailto:titles@housing.nv.gov)

## **CONVERSION FROM REAL TO PERSONAL PROPERTY (TL-111)**

Per [NRS 361.2445](#) this procedure must be completed 30 days prior to moving the home

### **STEPS TO APPLY FOR A TITLE WHEN THE STRUCTURE IS BEING CONVERTED BACK TO PERSONAL PROPERTY**

All submitted documents **MUST** be fully completed including all signatures, notarizations and County assessor’s endorsements.

1. Request an “Affidavit of Conversion from Real to personal Property” from the County Assessor’s office where the home is located
  - Complete the form in full to exactly match the current ownership of the land, **but do not record the document until the Nevada Housing Division has reviewed it.**
2. Submit the following documents to the Division for review:
  - The original un-recorded affidavit of conversion
  - Form TL-100 Duplicate and Transfer Application. If a loan is currently on the land and will remain on the home, the lienholder **MUST** sign the form. (Link to the form)
  - Copy of the deed, deed of trust, or preliminary report of the land
3. Outcome of the Division review process:
  - If the submitted documents are approved, then you will be instructed to proceed with the recording of the Affidavit of Conversion from Real to Personal Property
  - If the submitted documents are rejected, then your paperwork will be returned back to you with a letter containing instructions on what will be required to successfully process your Affidavit of Conversion from Real to Personal Property
4. Once the affidavit of conversion is recorded, return all documents along with a \$60 fee to the Nevada Housing Division
5. Upon acceptance of documentation, the Division will issue a new title. If the submitted documents show a lienholder, the new title will be mailed directly to the lienholder

**THE CONVERSION TO PERSONAL PROPERTY IS NOT COMPLETE UNTIL MANUFACTURED HOUSING HAS ISSUED THE NEW CERTIFICATE OF OWNERSHIP**