

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

CONVERSION TO REAL PROPERTY (TL-110)

STEPS

- 1) Contact the Assessor in the County where the structure is located to obtain the Affidavit of Conversion to Real Property form and instructions on their requirements
- 2) Submit the required fees and documents to the Nevada Housing Division

REQUIREMENTS FOR CONVERSIONS TO REAL PROPERTY WITH THE NEVADA HOUSING DIVISION

- 1) \$40.00 fee for conversion. (Additional fees may apply for title transfer/s)
 - Make checks or money orders payable to Nevada Housing Division.
- 2) Required documents
 - Recorded Affidavit of Conversion document (This document **MUST** be recorded by the County.)
 - Copy of the County's recorded Deed or Deed of Trust for the land.
 - Original title (All documents **MUST** be fully completed. Ex: signatures, notarizations and County Assessor's endorsement.)
 - **NEW STRUCTURE:**
 - Original Manufacturer's Certificate of Origin (MCO)
 - Dealers Report of Sale (DRS)
 - Manufacture Home Use Tax Clearance Certificate (Contact the State of Nevada Department of Taxation)
 - **USED STRUCTURE:**
 - Original title
 - If the original title is not available, the owner **MUST** complete Form TL-100 Duplicate and Transfer Application to apply for a duplicate of the title. (Link to the form)

TRANSFER OF OWNERSHIP ON A CONVERSION TO REAL PROPERTY

- If the conversion to real property involves a transfer of ownership, you **MUST** follow requirements for ownership transfers. Additional \$40 fees will apply per transfer transaction. (Titling information link will be added when available from the new website.)

ALL DOCUMENTS MUST REFLECT THE SAME INFORMATION.

In other words, the following must be the same on all documents to process the conversion of said structure:

- ✓ The serial number
- ✓ Size
- ✓ Year
- ✓ Make
- ✓ Model
- ✓ Names of owners(s) For example; if the owner on the title is listed as Henry John Smith, but on the Deed of trust is listed as John Smith, the documents will be automatically rejected.
- ✓ Lienholder(s), if any
- ✓ The location address must include the City, State and Zip Code