



Manufactured Home Ownership Document Transaction Guide

The purpose of the Manufactured Home Ownership Document System Transaction Guide is to assist manufactured home ownership owners, dealers, title/escrow companies, transporters, security interest holders and county agents ensure that the proper documents as outlined in OAR 918-550 are submitted for Manufactured Home Ownership Document System (MHODS) transactions.

This transaction guide may be updated as necessary and the most current version will be posted to www.oregon.gov/bcd.

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Sale/Ownership Change

Recording or Transferring Ownership

New Home

1. [County Manufactured Home Notification for New Homes](#) (form 5159)
2. [Manufactured Home Bill of Sale/Change Application](#) (form 2952)
3. Manufactured Certificate of Origin
4. \$55 ownership document fee

MUST PROVIDE CONTACT PHONE NUMBER

Establishing or Transferring Ownership

Used Home

1. [County Manufactured Home Notification and Tax Certification Form for Used Homes](#) (form 5158)
2. [Manufactured Home Bill of Sale/Change Application](#) (form 2952)
3. If there is a secured party already of record, they must sign acknowledging the transfer or release their interest before ownership can transfer
4. If a title or ownership document is unavailable, you will need to complete an [Affidavit to Establish Ownership of a Manufactured Home](#) (form 2947)
5. \$55 ownership document fee

MUST PROVIDE CONTACT PHONE NUMBER

Ownership Transfers by Death of Owner

Death of Single Owner

Probate/Small Estate

1. [County Manufactured Home Notification and Tax Certification Form for Used Homes](#) (form 5158)
2. [Affidavit of Transfer of Interest by Probate or Small Estate](#) (form 5177)
3. [Manufactured Home Bill of Sale/Change Application](#) (form 2952)
4. If there is a secured party already of record, they must sign acknowledging the transfer or release their interest before ownership can transfer
5. \$55 ownership document fee

MUST PROVIDE CONTACT PHONE NUMBER

No Probate/Estate (with or without will)

1. [County Manufactured Home Notification and Tax Certification Form for Used Homes](#) (form 5158)
2. [Affidavit of Transfer of Interest by Inheritance without Probate](#) (form 2946)
3. [Manufactured Home Bill of Sale/Change Application](#) (form 2952)
4. If there is a secured party already of record, they must sign acknowledging the transfer or release their interest before ownership can transfer
5. \$55 ownership document fee

MUST PROVIDE CONTACT PHONE NUMBER

Death of Single Owner (2 plus owners of record)

Right of Survivorship

1. [County Manufactured Home Notification and Tax Certification Form for Used Homes](#) (form 5158)
2. [Manufactured Home Bill of Sale/Change Application](#) (form 2952)
3. If there is a secured party already of record, they must sign acknowledging the transfer or release their interest before ownership can transfer
4. \$55 ownership document fee

MUST PROVIDE CONTACT PHONE NUMBER

No Right of Survivorship (2 plus owners of record)

1. [County Manufactured Home Notification and Tax Certification Form for Used Homes](#) (form 5158)
2. [Manufactured Home Bill of Sale/Change Application](#) (form 2952)
3. If there is a secured party already of record, they must sign acknowledging the transfer or release their interest before ownership can transfer
4. If a title or ownership document is unavailable, you will need to complete an [Affidavit to Establish Ownership of a Manufactured Home](#) (form 2947)
5. \$55 ownership document fee

MUST PROVIDE CONTACT PHONE NUMBER

Moving a Home

Moving a home – with an ownership change

USED HOME:

1. [County Manufactured Home Notification and Tax Certification Form for Used Homes](#) (form 5158) from both the county the home is moving from and, if changing counties, the county the home is moving to.
2. [Manufactured Home Bill of Sale/Change Application](#) (form 2952)
3. If there is a secured party already of record, they must sign acknowledging the transfer or release their interest before ownership can transfer
4. \$55 ownership document fee
5. \$5 per section trip permit fee if owner is purchasing trip permits

NEW HOME:

1. [County Manufactured Home Notification for New Homes](#) (form 5159) where the home will be sited.
2. [Manufactured Home Bill of Sale/Change Application](#) (form 2952)
3. If there is a secured party already of record, they must sign acknowledging the transfer or release their interest before ownership can transfer
4. \$55 ownership document fee
5. \$5 per section trip permit fee if owner is purchasing trip permits

MUST PROVIDE CONTACT PHONE NUMBER

Moving a home – no ownership change

USED HOME:

1. [County Manufactured Home Notification and Tax Certification Form For Used Homes](#) (form 5158) from both the county the home is moving from and, if changing counties, the county the home is moving to.
2. [Manufactured Home Bill of Sale/Change Application](#) (form 2952)
3. \$55 ownership document fee to record the new site
4. \$5 per section trip permit fee

NEW HOME:

1. [County Manufactured Home Notification for New Homes](#) (form 5159) where the home will be sited.
2. [Manufactured Home Bill of Sale/Change Application](#) (form 2952)
3. If there is a secured party already of record, they must sign acknowledging the transfer or release their interest before ownership can transfer
4. \$55 ownership document fee
5. \$5 per section trip permit fee if owner is purchasing trip permits

MUST PROVIDE CONTACT PHONE NUMBER

Transporter Applying for Trip Permit

USED HOME:

1. [County Manufactured Home Notification and Tax Certification Form For Used Homes](#) (form 5158) from both the county the home is moving from and, if changing counties, the county the home is moving to.
2. \$5 per section trip permit fee

NEW HOME:

1. [County Manufactured Home Notification for New Homes](#) (form 5159) where the home will be sited.
2. \$5 per section trip permit fee if owner is purchasing trip permits

MUST PROVIDE CONTACT PHONE NUMBER

Security Interest Holder

Adding a Secured Party

1. [County Manufactured Home Notification and Tax Certification Form for Used Homes](#) (form 5158)
2. [Security Interest Change form](#) (owners and secured party must sign form) (form 2948)
3. \$55 ownership document fee

MUST PROVIDE CONTACT PHONE NUMBER

Assigning/Subordinating Secured Party

1. [County Manufactured Home Notification and Tax Certification Form for Used Homes](#) (form 5158)
2. [Security Interest Change form](#) (secured party must sign form) (form 2948)
3. \$55 ownership document fee

MUST PROVIDE CONTACT PHONE NUMBER

Releasing Secured Party

1. [County Manufactured Home Notification and Tax Certification Form for Used Homes](#) (form 5158)
2. [Security Interest Change form](#) (only required if security interest holder has not signed releasing their interest on current ownership/title) (form 2948)
3. \$55 ownership document fee

MUST PROVIDE CONTACT PHONE NUMBER

Recording Manufactured Home as Real Property

Recording Manufactured Home as Real Property (with ownership transfer)

1. [County Manufactured Home Notification and Tax Certification Form for Used Homes](#) (form 5158)
2. [Recorded Application for Recording Manufactured Home as Real Property](#) (form 5176)
3. [Manufactured Structure Bill of Sale/Change Application](#) (form 2952)
4. If there is a secured party already of record, they must sign acknowledging the transfer or release their interest before ownership can transfer
5. \$55 ownership document fee

MUST PROVIDE CONTACT PHONE NUMBER

****NOTE:** New homes going directly into real property will not be processed through the MHODS system.

Recording Manufactured Home as Real Property (without ownership transfer)

1. [County Manufactured Home Notification and Tax Certification Form for Used Homes](#) (form 5158)
2. [Application for Recording Manufactured Home as Real Property](#) (form 5176)

MUST PROVIDE CONTACT PHONE NUMBER

Removing Manufactured Home from County Deed Records

1. [County Manufactured Home Notification for New Homes](#) (even though this is a used home, it has to be processed in MHODS as a new home) (form 5159)
2. [Recorded Application to Remove Manufactured Home from County Deed Records](#) (form 5175)
3. [Manufactured Structure Bill of Sale/Change Application](#) (form 2952)
4. \$55 ownership document Fee

MUST PROVIDE CONTACT PHONE NUMBER

Destroyed/Damaged Home

1. [County Manufactured Home Notification and Tax Certification Form For Used Homes](#) (form 5158)
2. If there is a secured party already of record, they must sign acknowledging the transfer or release their interest before ownership can transfer
3. \$5 per section trip permit fee if moving to dump/landfill
4. All tags/labels on unit returned to BCD

MUST PROVIDE A CONTACT PHONE NUMBER

Altered Homes/Storage Unit

1. [County Manufactured Home Notification and Tax Certification Form For Used Homes](#) (form 5158)
2. If there is a secured party already of record, they must sign acknowledging the transfer or release their interest before ownership can transfer
3. All tags/labels on unit returned to BCD

MUST PROVIDE A CONTACT PHONE NUMBER

Abandonment of Manufactured Home

1. [County Manufactured Home Notification and Tax Certification Form for Used Homes](#) (form 5158)
2. [Abandonment Affidavit for Manufactured Homes](#) (form 2951)
3. [Manufactured Home Bill of Sale/Change Application](#) (form 2952)
4. \$55 ownership document fee

MUST PROVIDE CONTACT PHONE NUMBER

Repossession of Manufactured Home

1. [County Manufactured Home Notification and Tax Certification Form for Used Homes](#) (form 5158)
2. [Manufactured Home Affidavit of Repossession](#) (form 3926)
3. [Manufactured Home Bill of Sale/Change Application](#) (form 2952)
4. \$55 ownership document fee

MUST PROVIDE CONTACT PHONE NUMBER

Trust

Placing Home into Trust

1. [County Manufactured Home Notification and Tax Certification Form for Used Homes](#) (form 5158)
2. [Manufactured Home Bill of Sale/Change Application](#) (buyer/new owner acknowledgement contains language affirming signer has legal standing to sign for trust) (form 2952)
3. If there is a secured party already of record, they must sign acknowledging the transfer or release their interest before ownership can transfer
4. \$55 ownership document fee

MUST PROVIDE CONTACT PHONE NUMBER

Removing the Home from a Trust

1. [County Manufactured Home Notification and Tax Certification Form for Used Homes](#) (form 5158)
2. [Manufactured Home Bill of Sale/Change Application](#) (seller acknowledgement contains language affirming signer has legal standing to sign for trust) (form 2952)
3. If there is a secured party already of record, they must sign acknowledging the transfer or release their interest before ownership can transfer
4. \$55 ownership document fee

MUST PROVIDE CONTACT PHONE NUMBER