



Manufactured Home Ownership Document Transaction Guide

The purpose of the *Manufactured Home Ownership Document System Transaction Guide* is to assist the following users in submittal of proper ownership documents through the Manufactured Home Ownership Document System (**MHODS**) as outlined in OAR 918-550:

Manufactured home

- Owners
- Dealers
- Title/escrow companies
- Transporters
- Security interest holders
- County agents

It is required that the applicant provide contact information when applications are submitted. If all required documentation has not been received, we will contact the applicant to request those additional documents.

PLEASE NOTE: ALL transactions will require a valid county tax certification. A **valid** tax certification is one that has been certified by the county in which the home is located **AND** submitted before the expiration date entered by the county official on the certification. This tax certification is obtained from the county.

To allow timely processing of your application before the county tax certification expires, submit all documents to the State of Oregon Building Codes Division or participating county agencies **immediately** upon certification by the county official.

When an application is received and additional documentation is needed, it is important that the requested information be submitted immediately. If the tax certification expires while we are waiting on additional information, you may be required to obtain a new tax certification.

Once you have submitted your application and supporting documentation, please allow two weeks for processing. If you have questions regarding the status of your transaction, please send an email to mhods.bcd@oregon.gov and be sure to indicate the Home ID and/or address at which your home is located.

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 Ownership for **NEW HOME**
(Home that is not currently in MHODS data base)

Examples:

- Newly built home being registered to the first owner
- Home that has just recently been removed from “exempt” or inactive status
- Used home that is being moved to Oregon from another state

Required forms/documentation:

1. [Manufactured Home Ownership Document Application for New and Used Homes](#) (form 2952).
2. Manufactured Certificate of Origin - for newly built homes. This is provided by the manufacturer or dealer.
3. **Valid** County tax certification. A **valid** tax certification is one that has been certified by the county in which the home is located **AND** submitted before the expiration date entered by the county official on the certification. This form is obtained from the county.
4. \$55 ownership document fee.

**MUST PROVIDE CONTACT PHONE NUMBER FOR AT LEAST
ONE NEW OWNER OR THE SELLER**

*****NOTE:** New homes that are going directly into real property do not need to be processed through the MHODS system (see section on recording a manufactured home as real property).

Changing Ownership

Used Home

(Currently in MHODS data base)

Examples of used home ownership changes:

- Adding a new co-owner
- Removing an existing owner
- Legal name change of existing owner
- Recording ownership resulting from a sale or inheritance

Required forms/documentation:

1. [Manufactured Home Ownership Document Application for New and Used Homes](#) (form 2952).
2. **Valid** County tax certification. A **valid** tax certification is one that has been certified by the county in which the home is located **AND** submitted before the expiration date entered by the county official on the certification. This form is obtained from the county.
3. If there is a secured party already of record, they must sign acknowledging the transfer or release of their interest before ownership can transfer.
4. If you are removing an owner because you were awarded ownership in a divorce, right of survivorship, or if you are signing for a trust or conservatorship or signing with power of attorney, submit an [Affidavit in Support of Change to a Manufactured Home](#) (form 5221) with the appropriate box checked.
5. \$55 ownership document fee.

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Ownership Changes by Death of Owner

Probate/Small Estate

Required forms/documentation:

1. [Affidavit of Transfer of Interest by Probate or Small Estate](#) (form 5177)
2. [Manufactured Home Ownership Document Application for New and Used Homes](#) (form 2952)
3. **Valid** County tax certification. A **valid** tax certification is one that has been certified by the county in which the home is located **AND** submitted before the expiration date entered by the county official on the certification. This form is obtained from the county. This form is obtained from the county.
4. If there is a secured party already of record, they must sign acknowledging the transfer or release of their interest before ownership can transfer.
5. \$55 ownership document fee.

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Ownership Changes by Death of Owner

No Probate/Estate (With or without will)

Required forms/documentation:

1. [Affidavit of Transfer of Interest by Inheritance without Probate](#) (form 2946)
2. [Manufactured Home Ownership Document Application for New and Used Homes](#) (form 2952)
3. **Valid** County tax certification. A **valid** tax certification is one that has been certified by the county in which the home is located **AND** submitted before the expiration date entered by the county official on the certification. This form is obtained from the county.
4. If there is a secured party already of record, they must sign acknowledging the transfer or release of their interest before ownership can transfer.
5. \$55 ownership document fee.

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Death of Single Owner

Two or more owners of record **with Right of Survivorship**

Right of Survivorship – right of survivorship is established at the time ownership is recorded on a home. If selected, it basically means that if there are two or more owner's, and one or more of the owners becomes deceased, you do not have to submit inheritance affidavits to establish the remaining owner(s) right to removing deceased owner(s).

Required forms/documentation:

1. [Affidavit in Support of Change to a Manufactured Home](#) (form 5221)
2. **Valid** County tax certification. A **valid** tax certification is one that has been certified by the county in which the home is located **AND** submitted before the expiration date entered by the county official on the certification. This form is obtained from the county.
3. If there is a secured party already of record, they must sign acknowledging the transfer or release of their interest before ownership can transfer.
4. \$55 ownership document fee.

**MUST PROVIDE CONTACT PHONE NUMBER FOR AT LEAST
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Death of an Owner

Two or more owners of record **without Right of Survivorship**

Required forms/documentation:

1. [Manufactured Home Ownership Document Application for New and Used Homes](#) (form 2952)
2. [Affidavit of Transfer of Interest by Inheritance without Probate](#) (form 2946) – OR - [Affidavit of Transfer of Interest by Probate or Small Estate](#) (form 5177)
3. **Valid** County tax certification. A **valid** tax certification is one that has been certified by the county in which the home is located **AND** submitted before the expiration date entered by the county official on the certification. This form is obtained from the county.
4. If there is a secured party already of record, they must sign acknowledging the transfer or release of their interest before ownership can transfer.
5. \$55 ownership document fee

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Moving a Home

Moving a Home (with ownership change)

Required forms/documentation:

1. [Manufactured Home Ownership Document Application for New and Used Homes](#) (form 2952)
2. **Valid** County tax certification. A **valid** tax certification is one that has been certified by the county in which the home is located **AND** submitted before the expiration date entered by the county official on the certification. This form is obtained from the county.
3. If the home is moving from one county to another, a **valid** county tax certification from the county the home is moving from **AND** the county the home is moving to.
4. If there is a secured party already of record, they must sign acknowledging the transfer or release of their interest before ownership can transfer.
5. \$55 ownership document fee.
6. \$5 per section trip permit fee if owner is purchasing trip permits.

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Moving a Home

Moving a Home (no ownership change)

Required forms/documentation:

1. [Manufactured Home Ownership Document Application for New and Used Homes](#) (form 2952)
2. **Valid** County tax certification. A **valid** tax certification is one that has been certified by the county in which the home is located **AND** submitted before the expiration date entered by the county official on the certification. This form is obtained from the county.
3. If the home is moving from one county to another, a **valid** county tax certification from the county the home is moving from **AND** the county the home is moving to.
4. \$5 per section trip permit fee.

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Transporter Applying for Trip Permit on-line through the MHODS system

1. **Valid** County tax certification. A **valid** tax certification is one that has been certified by the county in which the home is located **AND** submitted before the expiration date entered by the county official on the certification. This form is obtained from the county.
2. If the home is moving from one county to another, a valid tax certification from the county the home is moving from, **AND** the county the home is moving to.
3. \$5 per section trip permit fee.

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*****NOTE:** New homes going to dealer inventory do not need a trip permit.

Security Interest Holder

Adding, assigning, subordinating or releasing a Secured Party

1. **Valid** County tax certification. A **valid** tax certification is one that has been certified by the county in which the home is located **AND** submitted before the expiration date entered by the county official on the certification. This form is obtained from the county.
2. [Security Interest Change form](#) (form 2948)
3. \$55 ownership document fee.

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*****NOTE:** If releasing a security interest holder as part of a sale, and the security interest holder has signed the Manufactured Home Ownership Document Application for New and Used Homes, you are not required to submit the Security Interest Change form separately.

Recording Manufactured Home as Real Property (with ownership transfer)

Required forms/documentation:

1. **Valid** County tax certification. A **valid** tax certification is one that has been certified by the county in which the home is located **AND** submitted before the expiration date entered by the county official on the certification. This form is obtained from the county.
2. Recorded [Application for Recording Manufactured Home as Real Property](#) (form 5176)
3. [Manufactured Structure Ownership Document Application for New and Used Homes](#) (form 2952)
4. If there is a secured party already of record, they must sign acknowledging the transfer or release of their interest before ownership can transfer.
5. \$55 ownership document fee.

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****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)

Required forms/documentation:

1. **Valid** County tax certification. A **valid** tax certification is one that has been certified by the county in which the home is located **AND** submitted before the expiration date entered by the county official on the certification. This form is obtained from the county.
2. Recorded [Application for Recording Manufactured Home as Real Property](#) (form 5176)
3. No fee.

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Removing Manufactured Home from County Deed Records

1. **Valid** County tax certification. A **valid** tax certification is one that has been certified by the county in which the home is located **AND** submitted before the expiration date entered by the county official on the certification. This form is obtained from the county.
2. Recorded [Application to Remove Manufactured Home from County Deed Records](#) (form 5175)
3. [Manufactured Structure Ownership Document Application for New and Used Homes](#) (form 2952)
4. \$55 ownership document fee.

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Destroyed/Damaged Home

1. **Valid** County tax certification. A **valid** tax certification is one that has been certified by the county in which the home is located **AND** submitted before the expiration date entered by the county official on the certification. This form is obtained from the county.
2. [Manufactured Home Ownership Document Application for New and Used Homes](#) (form 2952)
3. If there is a secured party already of record, they must sign acknowledging the destruction of the home and release of their interest before ownership can transfer.
4. \$5 per section trip permit fee if moving to dump/landfill
5. All tags/labels on unit returned to BCD, Manufactured Home Section, PO Box 14470, Salem, OR 97309.
6. No fee.

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Altered Homes/Storage Unit

1. **Valid** County tax certification. A **valid** tax certification is one that has been certified by the county in which the home is located **AND** submitted before the expiration date entered by the county official on the certification. This form is obtained from the county.
2. [Manufactured Home Ownership Document Application for New and Used Homes](#) (form 2952)
3. If there is a secured party already of record, they must sign acknowledging the alteration and release of their interest before ownership can transfer.
4. All tags/labels on unit returned to BCD, Manufactured Home Section, PO Box 14470, Salem, OR 97309.
5. No fee.

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Abandonment of Manufactured Home

1. **Valid** County tax certification. A **valid** tax certification is one that has been certified by the county in which the home is located **AND** submitted before the expiration date entered by the county official on the certification. This form is obtained from the county.
2. [Abandonment Affidavit for Manufactured Homes](#) (form 2951)
3. [Manufactured Home Ownership Document Application for New and Used Homes](#) (form 2952)
4. \$55 ownership document fee.

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Repossession of Manufactured Home

1. **Valid** County tax certification. A **valid** tax certification is one that has been certified by the county in which the home is located **AND** submitted before the expiration date entered by the county official on the certification. This form is obtained from the county.
2. [Manufactured Home Affidavit of Repossession](#) (form 3926)
3. [Manufactured Home Ownership Document Application for New and Used Homes](#) (form 2952)
4. \$55 ownership document fee.

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Trust

Adding or Removing Home into Trust

1. **Valid** County tax certification. A **valid** tax certification is one that has been certified by the county in which the home is located **AND** submitted before the expiration date entered by the county official on the certification. This form is obtained from the county.
2. [Manufactured Home Ownership Document Application for New and Used Homes](#) (form 2952)
3. [Affidavit in Support of Change to a Manufactured Home](#) (form 5221) with the appropriate box checked
4. If there is a secured party already of record, they must sign acknowledging the transfer or release of their interest before ownership can transfer
5. \$55 ownership document fee.

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Affidavit to Establish Ownership

Examples:

- You have lost a signed off title or ownership document on which the owner(s) or security interest holder(s) and released their interest in a home **AND** you have made an attempt cannot reach the owner or security interest holder to sign an ownership document application, this form can be used to establish your ownership claim on a manufactured home.
- Ownership on the home changed, but that change was never recorded.

Required forms/documentation:

1. [Manufactured Home Ownership Document Application for New and Used Homes](#) (form 2952)
2. [Affidavit to Establish Ownership of a Manufactured Structure](#) (form 2947).
NOTE: The “REQUIRED DOCUMENTATION INFORMATION” portion of this form is mandatory and **MUST** be completed with an explanation of your attempts to contact the owner(s) and/or security interest holder(s).
3. **Valid** County tax certification. A **valid** tax certification is one that has been certified by the county in which the home is located **AND** submitted before the expiration date entered by the county official on the certification. This form is obtained from the county.
4. \$55 ownership document fee.

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