



# KOOTENAI COUNTY

## COMMUNITY DEVELOPMENT

BUILDING • CODE ENFORCEMENT • PLANNING

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## REAL PROPERTY PROCESS FOR MANUFACTURED HOME

There are several steps required in order to convert your Manufactured Home to real property. There are also several County Departments involved. Please see below:

1. New/Used Setting:
  - a. Obtain a Mobile-to-Real setting permit from the Community Development Department.
  - b. Obtain a Statement of Intent from the Assessor's Office. Section 1-8 on the Statement of Intent to be completed by an agent of the Assessor's Office. Proof of ownership of the land and home must be provided before the Statement of Intent will be completed by the Assessor's agent.
2. Existing Home Conversion:
  - a. Obtain a Mobile-to-Real setting permit from the Community Development Department.
    - i. If previously permitted, verification of the type of setting is required and Certificate of Occupancy must be issued on the structure.
  - b. Obtain a Statement of Intent from the Assessor's Office. Section 1-8 on the Statement of Intent to be completed by an agent of the Assessor's Office. Proof of ownership of the land and home must be provided before the Statement of Intent will be completed by the Assessor's agent.
  - c. The current year's property taxes must be paid before eliminating the title through the Vehicle Licensing Department.
3. Proper permitting inspections to be completed and approved according to applicable regulations and ordinances. Community Development Department to complete Section 10 & 11 on the Statement of Intent.
4. Owner(s) must sign the Statement of Intent in front of a notary (Section 9).
  - a. If applicable, Owner must obtain signature of consent from the lien holder.
5. The Assessor's agent will need to complete section 12 verifying ownership of land and home are the same person(s).
6. Applicant will want to have the Vehicle Licensing Department do a precursory review of all documentation before having it recorded.
  - a. Take the completed Statement of Intent and the **ORIGINAL** Title to the manufactured home to the Recorder's Office to record. **ALL DOCUMENTS** must be original; the Recorder's Office will not record copies. Both sides of the Title or Statement of Origin must be recorded. Current recording fees are \$3.00 per page.
    - i. On a New home, the Manufacturer's Statement of Origin must be re-assigned to the new owner by the selling agent.
    - ii. On an Existing home, the name or the assigned name on the Title to the home must be the same as the name of the applicant on the Statement of Intent.
7. Present the Recorded Statement of Intent with the corresponding documents to the Vehicle Licensing Department to have the Title eliminated.