

JOHN S. FEDERER
CLARK COUNTY AUDITOR

APPLICATION TO SURRENDER MANUFACTURED HOME TITLE

(All Taxes must be paid in full before this process can be completed)

Please print or type all information

A.
Real Estate Owner(s)
(as stated on deed) _____
Manufactured Home Owner(s)
(as stated on Title) _____
Real Estate Address _____
Tax Mailing Address _____
Real Estate Parcel# _____ Telephone # _____
Make _____ Model _____ Year _____
Serial # _____ Title # _____ Size of Home _____

Please verify the following:

	<u>Circle One</u>	
1. Have the wheels and axles been removed from the Manufactured Home?	Yes	No
2. Has the hitch (tongue) been removed from the Manufactured Home?	Yes	No
3. Is the land on which the Manufactured Home resides in the same name as the Manufactured Home?	Yes	No
4. Has the Manufactured Home been placed on a permanent foundation?	Yes	No
5. Type of Foundation. (Select one)	_____ Slab	_____ Crawl _____ Basement

If you have answered no to question 3 & 4, then your Manufactured Home does not meet the qualification for Real Estate.

Interior Information
Number of Bedrooms _____ Number of Bathrooms _____ Full _____ Half _____
Does the house have a Fireplace? Yes No Does the house have Central Air Conditioning? Yes No
How is the house heated? _____

The undersigned, being duly sworn states(s) that the information above is true and correct and hereby declares the above mention Manufactured Home to be Real Property.

Owner Signature

Owner Signature

SUBSCRIBED AND SWORN TO BEFORE ME, NOTARY PUBLIC,
THIS _____ DAY OF _____, _____ (year)

NOTARY PUBLIC
STATE OF _____ COUNTY OF _____
MY COMMISSION EXPIRES _____

B.
The Clark County Treasurer does hereby affirm that all Manufactured Homes Taxes have been paid as of this date.

Clark County Treasurer _____ Date _____
Stephen T. Metzger, Clark County Treasurer

The Clark County Clerk of Courts does hereby affirm that the title to the above described Manufactured Homes has been surrendered and accepted by this office.

Clark County Clerk of Courts _____ Date _____
Ronald E. Vincent, Clark County Clerk of Courts

Auditors Approval:
With all above conditions being met, the Manufactured Home on this parcel will now be taxed and treated as real estate and is subject to all real estate laws.

Clark County Auditor _____ Date _____
John S. Federer, Clark County Auditor

THIS FORM MUST BE RETURNED TO THE CLARK COUNTY AUDITOR'S OFFICE TO BE VALID

**JOHN S. FEDERER
CLARK COUNTY AUDITOR**

Procedure to Surrender Title of Manufactured Home
ORC 4503.06(B) & 4505.11(H)

Ohio Law requires that a Manufactured Home that acquired situs in the state or ownership in the home was transferred on or after January 1, 2000 and meets the following three conditions must be taxed on the real property tax list.

1. The home is affixed to a permanent foundation.
2. The home is located on land that is owned by the owner of home.
3. The certificate of title has been inactivated by the Clerk of Courts Office

Once the home meets the first two conditions (and no outstanding lien exists against the home), the owner must surrender the title to the Clark County Clerk of Courts – Title Department within 15 days. If an outstanding lien exist against the home, before the title can be inactivated, the home owner either must pay off the remaining balance or, with the lien holders consent, must execute and deliver to the lien holder a mortgage on the home and land on which the home is located in the amount of the remaining balance.

The applicant must complete Section A of this form. After Section A has been completed and notarized, you will need to get the Clark County Treasurer's signature and your Title stamped. If the home has any Manufactured Home Taxes due, the taxes must be paid before the title can be surrendered. Contact the Treasurer's Office if you are not sure if any taxes are due at 937-521-1832. Once you have the Treasurer's Office signature and stamp you will need to take the application and the title to the Clerk of Courts Title Department (Springfield Office) to surrender the title. The completed application must be returned to the Clark County Auditor's Office to be valid.

Should you have any questions please contact Jill at 937-521-1864 or Nikki at 837-521-1882.