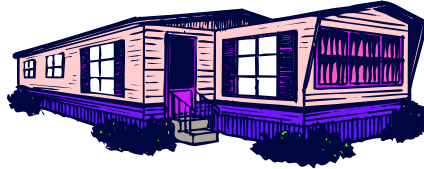


WHAT MUST I DO IF I WANT TO RE-CLASSIFY MY MANUFACTURED HOME AS REAL PROPERTY?

The greatest benefit of re-classifying your home to real property will be realized in the ability to acquire lower interest rate and long term financing. The process begins with the homeowner requesting the re-classification from personal property to real property by filing an Affidavit of Affixture with the County Clerk's Office. Certain physical requirements must be met before the process can be completed such as: Tongue(s) and axles removed from the chassis, the manufactured home affixed to the land via a permanent foundation. Document preparation includes the following: Land deed must have same name as the manufactured home title, title on manufactured home must be free and clear of liens and deactivated through The Motor Vehicle Department. Once the above has been completed the County Assessor will appraise your home as real property. A possible down side of re-classifying your home could be realized in the possibility of a higher property value, which could result in paying slightly higher taxes.

FOR MORE INFORMATION . . .

Please visit the Assessor's Office located in the County Administration Building in Aztec, NM. This pamphlet was created with the intent to provide the property owner with general information concerning manufactured housing. It in no way replaces or takes the place of existing state laws and regulations. The Assessor and or his staff will be most happy to answer any questions and help you with the reporting of your manufactured home.



San Juan County Assessor

David Watts
100 S. Oliver Dr., Suite 400
Aztec, NM 87410
www.sjcounty.net
Phone: 505-334-6157
Fax: 505-334-1669

*David Watts
San Juan County Assessor*

***MANUFACTURED
HOUSING
(MOBILE HOMES)***



WHAT IS A MANUFACTURED HOUSE?

A manufactured home is defined as a movable or portable housing structure that exceeds either a width of eight feet or a length of forty feet and constructed to be towed on its own chassis and designed to be installed with or without a permanent foundation for human occupancy. The housing structure may come in multiple sections such as a double wide or triple wide, etc.

It is classified as personal property, for property taxation purposes, unless it is affixed to the land via a permanent foundation and the Motor Vehicle Department has deactivated the title. Then, when these steps are completed, it will be valued as real property.



DID YOU KNOW . . .

That buyers of manufactured homes sometimes make the mistake of thinking they have complied with the law regarding sale and ownership of a manufactured home when they register it with the Motor Vehicle Department and pay the registration fees. In order for the law to be fully complied with they also must report the manufactured home to the County Assessor to be valued for property taxation purposes.



REPORTING YOUR MANUFACTURED HOME TO THE COUNTY ASSESSOR

Reporting of the manufactured homes shall be made at the beginning of each year and no later than the last day of February of the tax year in which the property is subject to valuation. Failure to report your manufactured home could subject you to a fine plus back taxes up to ten years.

HOW IS THE VALUE DETERMINED FOR A MANUFACTURED HOME?

The valuation method used for determining the value of a manufactured home classified as personal property is the cost method using generally accepted appraisal techniques and principles. The valuation method for a manufactured home classified as real property will be in accordance with the applicable provisions of the property tax code for valuing real property.

WHAT MUST I DO IF I SELL MY MANUFACTURED HOME?

This will require a Title transfer through the Motor Vehicle Department. The following must be accomplished in transferring title; payment of taxes resulting in a tax release from the County Treasurer and providing the County Assessor the name, mailing address and physical location of the new owner.

WHAT MUST I DO IF I WANT TO MOVE MY MANUFACTURED HOUSE?

If you plan on moving your manufactured home from one location to another, whether it would be to a different location in the County, or State or just across the street in the same Mobile Home Park, several things are required before you can move your home.

You must begin by obtaining a tax release and movement certificate from the county. The process involves providing the new physical location as well as the mailing address to the County Assessor and the payment of taxes to the County Treasurer.



WHAT MUST I DO IF I WANT TO RE-FINANCE MY MANUFACTURED HOME?

Upon approval of the re-finance from the lender, payment of taxes is required at the County Treasurer. He in turn will issue a tax release, which will then allow the lender to place a lien on the title through