

**REGULATIONS FOR CONVERSION OF MANUFACTURED HOMES TO REAL ESTATE**

1. The tongue, wheels and axles must be removed.
2. Must have a permanent concrete or brick foundation, which extends below the frost line.
3. Must be attached to the foundation.
4. Must be on land owned by the manufactured home owner.
5. Any previous years' delinquent manufactured home tax must be paid.
6. Must make application with the Auditor's Office for manufactured home to be converted to real estate.
7. Auditor's Office must inspect the manufactured home set-up to be sure that it qualifies.
8. The title must be surrendered to the Clerk of Court Title Department. (All liens must be cancelled)

**APPLICATION TO CONVERT A MANUFACTURED HOME TO REAL ESTATE**

I, \_\_\_\_\_ as owner of the manufactured home described as:  
 Year \_\_\_\_\_ Make \_\_\_\_\_ Serial # \_\_\_\_\_ located at  
 \_\_\_\_\_, hereby apply with the county Auditor for  
 the conversion of said manufactured home to real estate. I have met the guidelines as listed  
 above and authorize the County Auditor to make an inspection.

Date home moved to property \_\_\_\_\_

Owner's Signature \_\_\_\_\_ Date \_\_\_\_\_ Phone# \_\_\_\_\_

Owner's Signature \_\_\_\_\_

**AUDITOR'S INSPECTION**

I have inspected the manufactured home located at \_\_\_\_\_

Parcel # \_\_\_\_\_ Manufactured Home # \_\_\_\_\_

The transfer is approved \_\_\_\_\_ The transfer is denied \_\_\_\_\_

Comments \_\_\_\_\_

Date \_\_\_\_\_ Inspector \_\_\_\_\_

This is to notify the Certificate of Title Office that Title # \_\_\_\_\_ for the  
 manufactured home described above is to be assessed as real property.

\_\_\_\_\_  
 Kenneth R. Wilson, Auditor

\_\_\_\_\_  
 Date