

# UNAFFIXED MANUFACTURED/MOBILE HOME INSUFFICIENT EVIDENCE OF OWNERSHIP CHECK SHEET

In order to obtain a Utah title to an unaffixed manufactured/mobile home, currently located in Utah, when valid ownership documents (i.e. current title, mso, or property tax notice) are not available the following information must be submitted.

***NOTE: If the manufactured/mobile home has been affixed to property, recorded with the County, and property tax has been paid, do not complete this process, the home is now real property and a title is not needed.***

Photo copy of picture(s) or a print-out of digital photo(s) of the home that clearly show the condition of the home. (This will help determine the condition and value of the home, if necessary.)

- Ownership Statement, form TC-569A, containing at least the following information:
  - A complete recital of facts explaining the absence of a negotiable title;
  - How the home was obtained, from whom, and any other information pertinent to the acquisition or possession of the home;
  - A statement indicating any outstanding liens or encumbrances on the home (if known); and,
  - A description of the condition of the home.
- VIN Inspection, TC-661 form: A VIN Inspection can be completed by a Certified Safety/Emission Station Inspector or by a Utah Law Enforcement Officer.
- A completed TC-656, Application for Registration/Title along with a check or money order for \$6.
- A 'Bill of Sale(s)', 'Contract of Sale', 'Warranty Deed', or 'Deed of Trust' from previous owner. A chain of ownership is required by the DMV to verify that the current owner(s) of home are valid. Please provide any and all information that will affirm the ownership trail. If you are a Mobile Home Park Owner and are applying for title, we will need a copy of all rental agreements pertaining to the home.
- Lien release is required, when applicable, on agency or financial institution letterhead.
- Need last 5yrs. Property tax clearance from County Assessor, to show ownership.

The Division of Motor Vehicles will check if the home has been titled in another state or if it has been reported stolen. If the home has been reported stolen, the Utah Motor Vehicle Enforcement Division will be contacted immediately.

**SUBMIT THE ABOVE DOCUMENTS TO YOUR LOCAL DMV BRANCH OFFICE**