

Exemptions (Record as real property or remove from real property)

(General overview only refer to the [Manufactured Home Ownership Document Transaction Guide](#) for more information)

RECORDING MANUFACTURED HOME AS REAL PROPERTY

- [Manufactured Home Ownership Document Application for New and Used Homes](#) (form 2952) signed by the owners and the [Application for Recording Manufactured Home as Real Property](#) (form 5176).
- The ownership of the land and the manufactured home needs to match exactly. If necessary, the name on the manufactured home can be changed as part of the transaction. If they do not match there may be recording fees associated for the re-recording of a document.
- Taxes paid in full at time of transfer, including pre-payment of taxes, if applicable.
- A valid County Tax Certification. A valid county tax certification is one that has been certified by the county showing that the taxes are paid in full and the certificate is **submitted before the valid through date expires**.
- Original DMV title or ownership document with the secured lender release signature, if applicable. The secured lender may also sign their release on page -5- of form 2952 or on the [Security Interest Change](#) (form 2948) if the DMV title or ownership document is not available.
- Copy of the recorded [Application for Recording Manufactured Home as Real Property](#) (form 5176). If there is already a secured lender of records, they will be listed as the Secured Interest Holder on this form. For information on recording form 5176, contact the records office at: 541-278-6236 or by email at: records@umatillacounty.net
- Submit Form 2952 with any supporting forms, the Recorded form 5176 along with the county tax certificate and necessary fees must be submitted to the Building Codes Division (BCD) for processing. If there is no ownership change, there will be no fee when submitting to BCD. **The recording of form 5176 alone does not complete the “Exemption” process, it still has to be filed and processed through Building Codes Division.**
- **NOTE:** New homes going directly into real property will not be processed through the MHODS system, they will be processed through the assessors office, check with the manufacturer home specialist in the assessors office for the required paperwork in addition to what has been described above.

REMOVING FROM COUNTY DEED RECORDS AND RETITLING OF MANUFACTURED HOME

- [Manufactured Home Ownership Document Application for New and Used Homes](#) (form 2952) signed by the owners and the buyers.
- Taxes paid in full at time of transfer, including pre-payment of taxes, if applicable.
- Valid Tax Certification, A valid County Tax Certification. A valid county tax certification is one that has been certified by the county showing that the taxes are paid in full and the certificate is **submitted before the valid through date expires**.
- Copy of the recorded [Application to Remove Manufactured Home form County Deed Records](#) (form 5175). If there is already a secured lender of record, the secured party signature must be notarized. For information on recording of form 5175, contact the records office at: 541-278-6236 or by email at: records@umatillacounty.net.
- Submit Form 2952 with any supporting forms, the Recorded form 5175 along with the county tax certificate and necessary fees must be submitted to the Building Codes Division (BCD) fees for processing. The recording of form 5175 alone does not complete the “Retitle” process, it still has to be filed and processed through Building Codes Division

For additional information, contact us at 541-278-6298, or visit the Building Code Division website at www.oregon.gov/bcd/man-home-own/Pages/man-home-own-forms.aspx or view the [Manufactured Home Ownership Document Transaction Guide](#).