



COOS COUNTY ASSESSOR'S OFFICE

250 North Baxter Street, Coquille, Oregon 97423

(541) 396-7900

FAX (541)396-1027/TDD 1-800-735-2900

STEVE JANSEN, ASSESSOR

INSTRUCTIONS FOR SUBMITTING THE APPLICATION AND CERTIFICATION EXEMPTING A MANUFACTURED STRUCTURE FROM OWNERSHIP DOCUMENT

(DE-TITLING A MANUFACTURED HOME TO COMBINE WITH REAL PROPERTY)

1. The ownership on the manufactured structure must be exactly the same as the ownership on the real property account.
2. Taxes must be paid in full on both the manufactured home and the real property before the accounts can be combined in the assessment records.
3. Obtain a Title Report for the **real property & home** from a title company to be submitted with the application. A Lien & Encumbrance Report is acceptable and may be less expensive.

The title report must be dated within 7 days of filing your exemption application, and must show that the property & home is free of all liens and encumbrances.

4. Complete the following application(s):
 - a. If there is a change in ownership use the County Manufactured Home Notification and Tax Certification Form (form 2952). If there is no change in ownership use only form #5176.
 - b. Application for Recording Manufactured Home as Real Property (form 5176)
DO NOT SIGN THIS APPLICATION YET.
5. Bring the application(s), your Ownership Document (Title) for the manufactured home, and the title company report to the Assessor's Office for review and obtain a staff signature, and to have your signature notarized on the "Recording Home as Real Property (form 5176)" application.
6. After obtaining an Assessor staff's signature take the "Application for Recording Home as Real Property" (form 5176) to the County Clerk's Office for recording. (Contact the Clerk's Office at 541-396-7600 to obtain the recording fee).
7. Submit the recorded document to the Assessor's Office for processing along with \$85.00 to combine the accounts.

If you have any questions, please contact Janice Hayre, Assessor's Office, 541-396-7900.

APPLICATION FOR RECORDING MANUFACTURED HOME AS REAL PROPERTY

(For County Recorder Use)

After recording return to:

Send all future tax bills to:

Check appropriate box: New home Existing home - X Plate Number (if applicable) _____

LEGAL DESCRIPTION OF MANUFACTURED STRUCTURE

YEAR	MAKE	HUD number	VEHICLE IDENTIFICATION NUMBER (VIN)	WIDTH	LENGTH
Home ID	County ID Number	Situs Address			

Legal description per ORS 93.600 or reference number of previously recorded deed: (attach additional sheets if needed)

Map and Tax Lot Number:

PRINTED NAME OF OWNER(S) _____

PRINTED NAME OF OWNER(S) (For additional owners, attach a second sheet) _____

MAILING ADDRESS (If different than situs address) _____

SECURITY INTEREST HOLDER NAME AND ADDRESS (If no security interest holder, write "none." Attach additional sheet if needed.) _____

ACKNOWLEDGMENT

County Assessor/Tax Collector or Escrow Officer

Date

CERTIFICATION

I certify that in accordance with ORS 446.626:

- ◆ The same person owns the manufactured structure and the real property as described above on which the manufactured structure is or will be situated **OR**
- ◆ The owner of the manufactured structure holds a recorded leasehold estate of 20 or more years of the land;
- ◆ The manufactured structure is or will be affixed to the real property and subject to taxation by the county in which it is located as an improvement to the real property;
- ◆ Each person with a security interest in the manufactured structure and each person with a security interest in the real property approves the exemption from ownership document; and
- ◆ This certification is being submitted for recording to the county clerk for the county in which the real property is located. A copy of said recorded document is being provided to the County Assessor in addition to the State of Oregon Building Codes Division, or one of its county agents along with the County Manufactured Home Notification and Tax Certification Form for Used Homes and a Manufactured Home Bill of Sale/Change Application.

X SIGNATURE OF OWNER

X SIGNATURE OF OWNER

State of Oregon, County of _____

The foregoing instrument was acknowledged before me this _____ day of _____, 20____ by

_____.

Signature of Notary Public: _____

My commission expires: _____



Additional Sheet for Legal Description, if needed.