



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 TO REMOVE MANUFACTURED HOME FROM COUNTY DEED RECORDS

(RE-TITLING A MANUFACTURED HOME)

1. Taxes must be paid before a “re-titling” application can be accepted.
2. Obtain a Title Report for the **real property** (the land upon which the manufactured home is sited) 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 “re-titling” application, and must show that the property is free of all liens and encumbrances.

3. Complete the following applications:
 - a. Application to Remove Manufactured Home from County Deed Records (form 5175)
 - c. Manufactured Home Bill of Sale/Change Application (form 2952)
4. Take the “re-titling” (form 5175) application to the County Clerk’s Office for recording. (Contact the Clerk’s Office at 541-396-7600 to obtain the recording fee).
5. Submit the recorded document along with forms 5159 and 2952 to the Assessor’s Office for processing. Title fee is \$140.00. Trip permits for moving are \$5.00 per section.

Applications are available in the Assessor’s Office. If you have any questions, please contact Janice Hayre at 541-396-7916.

After recording return to: _____

Send all future tax bills to: _____

APPLICATION TO REMOVE MANUFACTURED HOME FROM COUNTY DEED RECORDS

YEAR	MAKE	HUD NUMBER	VIN/SERIAL NUMBER	WIDTH	LENGTH
HOME ID NUMBER		RECORDERS DOCUMENT NUMBER		MAP & TAX LOT NUMBER	

LEGAL DESCRIPTION:

Please list the legal description of the land upon which the structure is located in the space below. This may either be a copy of the deed or a description of the property as recorded in the county deed records: (Attach additional sheets, if needed)

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If there is a secured interest in the property (land and manufactured structure), list the names and addresses of all security interest holders, mortgagees, trust deed beneficiaries, or lien holders of record holding any interest in the land and manufactured structure in the spaces below. **All secured parties must sign and approve this form.** If there are more than two secured parties, provide the names and addresses and approval signatures on a separate sheet of paper and attach to this form. If there are none, write "none".

** I/We certify that the statements made on this application are true to the best of my/our knowledge. All mortgagees, trust deed beneficiaries, lien holders of record and security interest holders are listed, or if there are none, I have certified this by writing "none" in the space provided.

OWNER INFORMATION:

PRINTED NAME OF OWNER(S)	
SIGNATURE OF OWNER**	SITUS ADDRESS
SIGNATURE OF OWNER**	MAILING ADDRESS

SECURED PARTY INFORMATION:

NAME OF SECURED PARTY
ADDRESS OF SECURED PARTY
SIGNATURE/APPROVAL OF SECURED PARTY*

*Owner and Secured party signatures must be notarized. Attach additional sheets if necessary.

NOTARY :

State of Oregon County of _____

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

Signature of Notary Public _____

My commission expires: _____



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 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.

Additional Sheet for Legal Description, if needed.

Additional Sheet for Owners/Secured Interest Holders, if needed.