

**EDDY COUNTY
ASSESSOR'S OFFICE
MANUFACTURED HOME**



ORDER OF EVENTS

1. The owner must own the land before the home can be classified as real property.
2. The lending institution needs to be contacted about assessing your manufactured as real property.
3. If your manufactured home has yet to be installed, talk to the MH-Seller and have them contact Mardie Brandon @ 1-505-524-6320 ext 107. The Manufactured Housing Division about a foundation inspection. Tell installer that you want a permanent foundation.
4. If your manufactured home is already installed, contact (Mardie Brandon) @ 505-524-6320 ext 107 at the manufactured Housing Division about a foundation inspection. You will need a copy of the criteria for permanent foundation. Be sure to tell Mr. Brandon that the manufactured home has already been installed.
5. Mr. Chad Chappel can be reached at 505-625-8407 from Roswell, NM and do the inspection at a cost of \$65.00 per visit. Be sure to follow the criteria for permanent foundation to the letter or you will be charged for more than one inspection.
6. Mr. Chad Chappel will give you a signed certificate after the inspection is passed. This certificate is what you will need to give to the Assessor's Office.
(VERY IMPORTANT)
7. A "Request to change valuation status for a manufactured home" must be completed. This form is available at the Assessor's Office. **The Assessor's Office will give you the signed request form, stating that this office intends to assess the manufactured home as real property upon evidence of deactivated title.** This signed form can be taken to you lender as evidence that the manufactured home will be assessed as real property.
8. All taxes on the manufactured home **must be paid in full** prior to reclassification taking place.
9. Procedures for deactivating your Mobile Home title can be completed at any state, municipality, or fee agent Motor Vehicle Division. You will need your **(Lien Free)** title of your manufactured home, foundation inspection form, tax release and the signed Assessor's Office form. It is your responsibility to take deactivated title back to the to the Assessor's Office, for proof that the title has been deactivated.
10. The Assessor's Office will then complete the appraisal on the manufactured home and will assess the manufactured home as real property for the following tax year after all requirements have been completed.