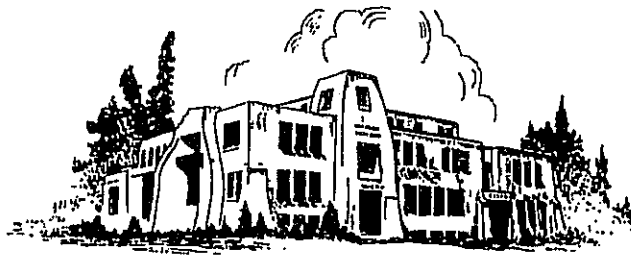


101 W. Greene Street  
Suite 319  
Carlsbad, New Mexico 88220  
(505) 885-3813



111½ N. First Street  
Artesia, New Mexico 88210  
(505) 746-9879

## *Eddy County*

Karen Robinson  
County Assessor

Dear Manufactured Home Owner:

This letter is to remind you of your obligations as a manufactured home owner in the State of New Mexico. Each year between January and the last day of February you are responsible for **rendering** your manufactured home to the Eddy County Assessor's Office, this includes letting the assessor know if you have made any changes to the property. If you have not rendered by the last day of February your taxes will be charged a **5% penalty**. When you render your home, make sure you have asked for all the exemptions the state offers.


There are several exemptions that New Mexico offers that could help you save on your taxes. The first is a family exemption worth \$2,000 off your taxable value, for this exemption your home must be your primary residence. The exemption can only be used on one property in the State of New Mexico. If you are a veteran you may qualify for a Veteran's exemption, contact our office and we can provide you with the necessary qualifications for this exemption worth \$4,000 off your taxable value.

If you sell, change the name on your title, or move your manufactured home, or try to get a title cleared, you are required by state law to pay all the taxes of that year in advance. In order to pay these taxes in advance you will need a tax release from the assessor's office to be taken to the treasurer's office for payment. We will need to know the new name on the home's title. If the manufactured home is moved, we will need the new physical address and the new mailing address. The assessor will issue a moving permit at **absolutely no charge**, without this permit you may be at a high risk of being **fined**. The motor vehicle department will not make any title changes without the proper paperwork from the assessor.

If you feel your home should be appraised as a permanent property, the assessor's office has a list of specifications that are required by the state. All the state specifications are mandatory before a manufactured home can be assessed as a permanent structure.

If you have any questions about your rendering requirements please call us at (505)885-3813. The Assessor's Office will be pleased to assist you.

Respectfully,

  
ANNA M RAMIREZ  
Manufactured Home Appraiser