

101 W. Greene Street
Suite 319
Carlsbad, New Mexico 88220
(575) 885-3813



111½ N. First Street
Artesia, New Mexico 88210
(575) 746-9879

Eddy County

Karen Robinson
County Assessor

Dear Manufactured Home Owner:

This is a courtesy letter 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 by calling us, coming in to our office or signing this form and mailing it back to our 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 approximately \$40.00 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 will provide you with the necessary qualifications for this exemption worth \$4,000 off your taxable value, also saves you approximately \$80.00 on your taxes.

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 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. 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 tax release and a moving permit if moving, that will need to be taken to the treasurer's office to pay taxes. The motor vehicle department will not make any title changes without the proper paperwork from the assessor.

Also, the assessor's office has a list of state specifications that are mandatory before a manufactured home can become a permanent structure.

If you have any questions about your rendering requirements please call us at (575)885-3813. The Assessor's Office will be pleased to assist you.

Respectfully,
ANNA M RAMIREZ
Manufactured Home Appraiser

Signature: _____ Date: _____