

Instructions for Completing Affidavit of Real Property for a Manufactured Home

Effective July 1, 2008, the owner(s) of a manufactured home that is permanently affixed to the land so that it is no longer capable of being drawn over the public highways must record a Certificate of Permanent Location for a Manufactured Home. If a manufactured home was permanently affixed to the land per §§ 38-29-114(2) or 38-29-118(2), C.R.S., prior to July 1, 2008, and no Certificate of Title was issued or a Certificate of Title was purged for ad valorem taxation, the Affidavit of Real Property for a Manufactured Home (Affidavit) may be used as proof that the manufactured home was permanently affixed to the land. The Affidavit must be recorded with the clerk and recorder in the county in which the manufactured home is located, § 38-29-208, C.R.S. If, prior to July 1, 2009, the manufactured home was permanently affixed to land that was subject to a long-term lease of at least 10 years, attach a copy of the lease to this form, § 38-29-208(2), C.R.S.

Part A: Describe the manufactured home that is permanently affixed to the land. Include the serial number, HUD number, if known, year, manufacturer/make, and the length and width of the manufactured home.

Include the name(s) of all owner(s) of the land to which the manufactured home is permanently affixed. For a manufactured home that was, prior to July 1, 2009, permanently affixed to land that is subject to a long-term lease of at least 10 years, the land owner(s) and the manufactured homeowner(s) must be listed. Attach additional sheets as necessary.

Include the book and page or reception number of the most current deed(s) vesting title of the real property in the land owner(s) name(s) shown above. If the manufactured home was, prior to July 1, 2009, permanently affixed to land that is subject to a long-term lease of at least 10 years; include any documentation used to vest title in the manufactured home.

Include the legal description of the land to which this manufactured home is permanently affixed, including the county name.

Include the property address assigned to the above legal description. Include the mailing address if different from the assigned property address.

Acknowledgment: Owner(s) of the manufactured home and the real property must sign under penalty of perjury that the above-described manufactured home is permanently affixed to the land identified on this document and is affixed in accordance with any applicable city and/or county codes or requirements. Attach additional sheets as necessary.

Part B: Signatures required of the following Colorado County Officials.

Assessor or his/her designee lists the parcel or schedule number(s) applicable to the property described in Part A. The signature of the assessor or his/her designee certifies that the manufactured home described in Part A was valued together with the land to which it is affixed. For a manufactured home that was, prior to July 1, 2009, permanently affixed to land that is subject to a long-term lease of at least 10 years, two parcel or schedule numbers should be listed, and the signature of the assessor or his/her designee certifies that the manufactured home and the land to which it was affixed prior to July 1, 2009, were valued separately.

Treasurer or his/her designee lists the applicable parcel or schedule number(s) on which taxes have been paid. The signature of the treasurer or his/her designee certifies that the manufactured home and the land upon which it is affixed were taxed as real property in the same manner as other real property in the county, and that the taxes have been paid. For a manufactured home that was, prior to July 1, 2009, permanently affixed to land that is subject to a long-term lease of at least 10 years, two parcel or schedule numbers should be listed, and the signature of the treasurer or his/her designee certifies that the taxes were paid separately on the manufactured home and on the land to which it is affixed.

Authorized Agent's signature certifies that no active Certificate of Title for the manufactured home was found in the records of the Division of Motor Vehicles, Colorado Department of Revenue.

Attach any additional information that proves that the manufactured home was permanently affixed to the land prior to July 1, 2008. For a manufactured home that was permanently affixed to land that is subject to a long-term lease of at least 10 years, attach any additional information that proves that the manufactured home was permanently affixed to the land prior to July 1, 2009.

Notes:

It may be necessary to verify that the manufactured home is on a permanent foundation in accordance with any applicable county or city and county codes or requirements, § 38-29-208(1)(e), C.R.S.