



JILL A. HALL

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DECLARATION OF MANUFACTURED HOME TO REAL PROPERTY

Name of Owner: _____ Phone _____

Mailing Address: _____

Property Location: _____

Parcel # _____

Manufactured Home Description: Make: _____ Model: _____

Year: _____ Certificate of Title # _____ Size: _____

of Bedrooms _____ Baths _____ Central Air _____

The undersigned, being duly sworn, states that the information above is true and correct and hereby declares the above mentioned manufactured home to be real property. The undersigned further states that the running gear (axles) of the manufactured home is permanently affixed to a solid block or poured concrete foundation on real property owned by the undersigned. The aforementioned manufactured home will not be severed from the above described real estate parcel. Upon acceptance of this declaration, surrender of the title will be made to the Brown County Clerk of Courts as authorized under section 4505.11(A) of the Ohio Revised Code.

Owners Signature

Owners Signature

Signed and acknowledged in my presence this ____ day of _____ 20_____

Notary Public

REQUIREMENTS OF CONVERTING A MANUFACTURED HOME TO REAL ESTATE

1. Tongue wheels and axles must be completely removed.
2. Manufactured home must be installed on a permanent foundation (Home rendered immovable)
3. If the manufactured home has been previously taxed, all taxed prior & current must be paid.
4. "Declaration of Manufactured Home to Real Property" is to be completed by owner & notarized.
5. The original title must be surrendered. Any liens attached to the title must be satisfied before this title will be transferred.
6. Two photos (different views) shall be submitted showing that the home is on a permanent foundation and has met all specifications.
7. Once converted to real estate the manufactured home shall not be put back on the manufactured home list.
8. Land must be deeded to the owner listed on the surrendered title.
9. Completed application, original lien free title, and photos must be submitted to the Auditor's Office no later than **December 31st** of the year **prior** to conversion.