

APN# _____
(Must match APN# on document to be Recorded)

Department of Business and Industry
Nevada Housing Division
Manufactured Housing

Affidavit of Conversion
to Real Property (TI-110)

County of _____

RECORDING COVER PAGE
(Must be Typed or Printed legibly in black
ink only. Do Not Print in 1" margins of
this document)

Above Space for Recorder's Use ONLY

TITLE OF DOCUMENT:
AFFIDAVIT OF CONVERSION TO REAL PROPERTY TL-110
(Must match Title on document to be Recorded)

Please complete Affirmation Statement below:

I, the undersigned, hereby affirm that this document submitted for recording does not contain any
personal information and/or social security number of any person or persons (Per NRS 239B.030

SIGNATURE TITLE

PRINT NAME

RECORDING REQUESTED BY:

Name

RETURN TO: Name: _____

Address: _____
Street City State Zip Code

MAIL TAX STATEMENT TO: (Applicable to documents transferring real property)

Name: _____

Address: _____
Street City State Zip Code

**DEPARTMENT OF BUSINESS AND INDUSTRY
NEVADA HOUSING DIVISION – MANUFACTURED HOUSING
1830 E. College Pkwy, #120, Carson City, Nevada 89706; Phone: 775-684-2940
3300 W. Sahara Ave. #320, Las Vegas, Nevada 89102; Phone: 702-486-4135
Website: housing.nv.gov / Email: titles@housing.nv.gov**

AFFIDAVIT OF CONVERSION TO REAL PROPERTY (TL-110)

Applicant Email Address (required): _____ / _____

Applicant Phone Number (required): _____ / _____

SECTION 1. DESCRIPTION OF THE STRUCTURE (Personal Property)

Year: _____ Manufacturer: _____ Model: _____

Serial # _____ Size: _____

Manufacturer's Certificate of Origin #: _____ (If available) Insignia No.: _____ (If available)

Physical Location: _____
Street City State Zip Code

SECTION 2. DESCRIPTION OF REAL PROPERTY (Land)

Assessor Parcel Number (APN): _____

Legal Description: _____

SECTION 3. PERSONAL PROPERTY (Manufactured Home)

Owner/Buyer(s): _____ E-Mail Address: _____

[Land Must be owned by Owner of the Manufactured Home unless land is leased per NRS 361.244.1.B]

Mailing Address: _____ City _____ State _____ Zip _____,

Current Lienholder (If Any): _____

Mailing Address: _____ City _____ State _____ Zip _____,

Assessor's Office Manufactured Home Account# _____ (Assessor's Office)

SECTION 4. LEASED REAL PROPERTY (LAND) (If Real Property Land is Leased in accordance with NRS 361.244.1.B)

Land Owner(s): _____ E-Mail Address: _____

Mailing Address: _____ City _____ State _____ Zip _____,

Current Lienholder (If Any): _____

Mailing Address: _____ City _____ State _____ Zip _____,

SECTION 5. ENFORCEMENT AGENCY ISSUING PERMIT & CERTIFICATE OF OCCUPANCY (If Applicable)

Enforcement Agency: _____ Agency Official Name: _____

Agency Official's Email: _____ Phone Number: _____

Building Permit No.: _____ (If Applicable) **Permanent Foundation System Installation**

Installation Seal No.: _____ Agency Official Signature: _____

[This document is evidence that the indicated Enforcement Agency has issued a Certificate of Occupancy for installation of the Permanent Foundation System for the unit upon the real property, both as described herein, as of the date of recording by the County Recorder. When recorded, this document (**Form TL-110**) shall be submitted to the Nevada Housing Division].

SECTION 6. DEALER INFORMATION (If a Dealer was involved in the sale of the manufactured home)

Dealer Name: _____ Dealer License No.: _____ E-Mail: _____

Mailing Address: _____ City _____ State _____ Zip _____,

Note: A Copy of the Dealer Report of Sale (DRS) may be attached to this TL-110 Form

SECTION 7. SIGNATURES AND NOTARIZATION (Do not sign until in front of a Notary)

The undersigned, as owner(s)/buyer(s) of the above described manufactured/mobile home and real property (unless leased as indicated in **Section 4.** and financed in accordance with NRS 361.244.1.B), affirm that the running gear has been removed per NRS 361.244, the home has been installed in accordance with all state and local building codes and agree(s) to the conversion of the above described home to real property, understanding that any liens or encumbrances on the unit may become a lien on the land.

I, the undersigned, hereby affirm that this document submitted for recording does not contain any personal information

Signature of Manufactured Homeowner/Buyer (s)

Signature of Manufactured Homeowner/Buyer (s)

Print Name

Print Name

Signature of Landowner (s) (If Leased)

Signature of Landowner (s) (If Leased)

Print Name

Print Name

Signature of Lienholder (s) (If Any)

Signature of Lienholder (s) (If Any)

Print Name

Print Name

(FOR NOTARY USE ONLY)

State of _____ County _____
Subscribed and sworn to before me,

State of _____ County _____
Subscribed and sworn to before me,

(Name of Notary Public)

(Name of Notary Public)

on this _____ day of _____, 20_____

on this _____ day of _____, 20_____

by _____

by _____

(Printed name of party appearing before Notary)

(Printed name of party appearing before Notary)

Notary Public Signature

Notary Stamp or Seal

Notary Public Signature

Notary Stamp or Seal

SECTION 8. AUTHORIZATION BY COUNTY ASSESSOR [NRS 361.244]

County Assessor Signature

Date

Print Name

Personal property taxes must be paid in full for the current year. All documents relating to the manufactured home must be surrendered to the Nevada Housing Division. **This conversion is not valid until issuance of a "Real Property Notice" to the assessor's office.** The manufactured house will then be placed on the next succeeding tax roll as real property.

When Recorded Mail To: _____

Street

City

State

Zip

Distribution: ORIGINAL to Nevada Housing Division
COPY to Lien holder or Owner/Buyer
E-MAIL to Lien holder, Owner/Buyer and Landowner

INSTRUCTIONS

The Division requires both an **E-Mail Address** and a **Phone Number** to contact you in case corrections are needed on the paperwork submitted to the Division. If you do not have both an email and phone number, You **MUST** provide one or the other.

SECTION 1. DESCRIPTION OF THE STRUCTURE (Personal Property)

- The information required for part one (YEAR, MAKE, MODEL, SERIAL #, and SIZE) can be found on our website: <https://nvmhdprod.glsuite.us/GLSuiteWeb/Clients/NVMHD/Private/TitleSearch/TitleSearch.aspx>

Title records can be found by structure **Serial Number**, **Owner Name** or **Owner Address**. (**Serial Number is Best Method**.)

- Manufacturer Certificate of Origin (If Available) (**Required for a New Home**)
- Insignia (If Available)
- Physical Location: Please provide full Address of the home where it is physically located (Street, City, State, Zip Code)

SECTION 2. DESCRIPTION OF REAL PROPERTY (Land)

- Obtain the Assessor Parcel Number (APN#) for the land on which the manufactured home is located.
- This can be found on the County Assessor's website or by contacting the Assessor's office.
- The APN# can also be found on the **Deed** to the land or on the **Tax Bill** from the Assessor.

SECTION 3. PERSONAL PROPERTY (Manufactured Home)

- Provide the registered **Owner Name** (use the Title Search Link below) and **Owner's E-Mail**: <https://nvmhdprod.glsuite.us/GLSuiteWeb/Clients/NVMHD/Private/TitleSearch/TitleSearch.aspx>
 - Provide current lienholder (if any) **Name** and **Address**. This can also be found on the Title Search Link
- Note: If there is an existing lienholder shown on title, the lienholder must sign the form.

SECTION 4. LEASED REAL PROPERTY (Land) (If Real Property Land is Leased in accordance with NRS 361.244.1.B)

- Provide **Name** of the **Landowner** (if land is leased) and **Landowner's E-Mail**
- Provide **Mailing Address** of **Landowner** including **Street** number and name, **City**, **State** and **Zip Code**
- Provide **Name** of **Lienholder** (If Any)
- Provide **Mailing Address** of **Lienholder** including **Street** number and name, **City**, **State** and **Zip Code**

SECTION 5. ENFORCEMENT AGENCY ISSUING PERMIT & CERTIFICATE OF OCCUPANCY

The **Enforcement Agency** is generally the local government jurisdiction's **Building Department**

- Provide **Name** of the **Government Agency Department** (e.g. County Building Dept.)
- Provide the **Name** of the **Government Agency Department Official** (e.g. Building Official)
- Provide **E-Mail Address** and **Phone Number** of **Government Agency Department Official** or **Department**.
- Provide the **Building Permit Number** for **Permanent Foundation System Installation**, (if applicable) **OR** a Certificate of Occupancy Number, (if applicable).

SECTION 6. DEALER INFORMATION

- Provide **Name & E-Mail** of Nevada Licensed Manufactured Home Dealer (If a Dealer was involved in the sale of the home)
- Provide the **Dealer's Nevada License Number** (This will be located on the Dealer Report of Sale – **DRS**)
- Provide a Copy of the **Dealer Report of Sale (DRS)** Optional
- Provide the **Mailing Address** of the Nevada Licensed Manufactured Home Dealer (Also located on the **DRS**)

SECTION 7. SIGNATURES AND NOTARIZATION (Do not sign until in front of a Notary)

- The Manufactured Homeowner/Buyer Must sign in front of a Notary
- The Landowner, if different than the Manufactured Homeowner, must sign in front of a Notary
- The Lienholder, if there is a Lien on the Manufactured Home, must sign in front of a Notary

Note: The Manufactured Home and the Land Must be owned by the same person unless the Land is being Leased to the Owner of the manufactured home in which case the Landowner Must approve of the Conversion to Real Property. Also, if there is a Lienholder on either the manufactured home or the land, then the Lienholder must also approve of the Conversion to Real Property.

SECTION 8. AUTHORIZATION BY COUNTY ASSESSOR

- The County Assessor is verifying compliance with **NRS 361.244** including verification of Parcel Number, Ownership of the Manufactured Home (Personal Property), Ownership of the Land (Real Property) and that Personal Property Tax has been Paid-in-Full. (See attached NRS 361.244)
- When Recorded Mail To: Provide full address unless clearly indicated in another section of the form by Recorder's Office

NRS 361.244

NRS 361.244 Classification of mobile or manufactured homes and factory-built housing as real property.

1. A mobile or manufactured home is eligible to become real property if it becomes permanently affixed to land which is:
 - (a) **Owned by the owner of the mobile or manufactured home; or**
 - (b) **Leased by the owner of the mobile or manufactured home if the home is being financed in accordance with the guidelines of the Federal Home Loan Mortgage Corporation, the Federal National Mortgage Association, the United States Department of Agriculture, or any other entity that requires as part of its financing program restrictions on ownership and actions affecting title and possession similar to those required by the Federal Home Loan Mortgage Corporation, the Federal National Mortgage Association and the United States Department of Agriculture.**
2. A mobile or manufactured home becomes real property when the assessor of the county in which the mobile or manufactured home is located has placed it on the tax roll as real property. Except as otherwise provided in subsection 5, the assessor shall not place a mobile or manufactured home on the tax roll until:
 - (a) The assessor has received verification from the Housing Division of the Department of Business and Industry that the mobile or manufactured home has been converted to real property.
 - (b) The unsecured personal property tax has been paid in full for the current fiscal year.
 - (c) An affidavit of conversion of the mobile or manufactured home from personal to real property has been recorded in the county recorder's office of the county in which the mobile or manufactured home is located; and
 - (d) The dealer or owner has delivered to the Division a copy of the recorded affidavit of conversion and all documents relating to the mobile or manufactured home in its former condition as personal property.
3. A mobile or manufactured home which is converted to real property pursuant to this section shall be deemed to be a fixture and an improvement to the real property to which it is affixed.
4. Factory-built housing, as defined in NRS 461.080, constitutes real property if it becomes, on or after July 1, 1979, permanently affixed to land which is:
 - (a) Owned by the owner of the factory-built housing; or
 - (b) Leased by the owner of the factory-built housing if the factory-built housing is being financed in accordance with the guidelines of the Federal Home Loan Mortgage Corporation, the Federal National Mortgage Association, the United States Department of Agriculture, or any other entity that requires as part of its financing program restrictions on ownership and actions affecting title and possession similar to those required by the Federal Home Loan Mortgage Corporation, the Federal National Mortgage Association and the United States Department of Agriculture.
5. The assessor of the county in which a manufactured home is located shall, without regard to the conditions set forth in subsection 2, place the manufactured home on the tax roll as real property if, on or after July 1, 2001, the manufactured home is permanently affixed to a residential lot pursuant to an ordinance required by NRS 278.02095.
6. The provisions of subsection 5 do not apply to a manufactured home located in:
 - (a) An area designated by local ordinance for the placement of a manufactured home without conversion to real property.
 - (b) A mobile home park; or
 - (c) Any other area to which the provisions of NRS 278.02095 do not apply.
7. For the purposes of this section, "land which is owned" includes land for which the owner has a possessory interest resulting from a life estate, lease or contract for sale.
(Added to NRS by 1979, 823; A 1981, 1857; 1983, 191; 1987, 815; 1989, 170; 1993, 1184, 1575; 1995, 579; 1997, 1572; 1999, 3466; 2001, 1118, 1548; 2003, 21, 584; 2017, 3618)