



# Manufactured Home Ownership Document Application for New and Used Homes

Department of Consumer and Business Services  
Building Codes Division

1535 Edgewater St. NW, Salem, Oregon • Phone: 503-378-4530 • Fax: 503-378-4101  
Web: oregon.gov/bcd  
Email: mhods.bcd@oregon.gov

## INSTRUCTIONS

The seller must file this form and all supporting documents within 30 days of the sale. If the seller fails to file this form within 30 days, the buyer may complete the filing requirement.

Completing an online application at <http://mhods.oregon.gov> fulfills the filing requirement. If filing online, you **must** upload:

- This completed application with all required signatures
- A **valid** tax certification from the county tax assessor
- Any additional documents as required by ORS 446 and OAR 918 and posted at [www.oregon.gov/bcd](http://www.oregon.gov/bcd)

A **valid** county tax certification is one that has been certified by the county in which the home is located **AND** is submitted before the expiration date entered by the county official on the certification. To ensure the requested changes are completed before the certification expiration, submit all documents to the State of Oregon Building Codes Division or one of its county agents **immediately** upon certification by the county official.

## STATE APPLICATION SUBMISSION OPTIONS

1. <b>Online:</b> <a href="http://mhods.oregon.gov">http://mhods.oregon.gov</a>		2. <b>Mailing address:</b> P.O. Box 14470, Salem, OR 97309	
3. <b>In person at:</b>	<b>Salem</b>	<b>Pendleton</b>	<b>Coos Bay</b>
	Oregon Building Codes Division 1535 Edgewater St. NW Salem, OR 97304 503-378-4530	Oregon Building Codes Division 800 SE Emigrant Ave., Suite 360 Pendleton, OR 97801 541-276-7814	Oregon Building Codes Division 500 Central Ave., Suite 135 Coos Bay, OR 97420 541-266-1098

Home ID number:

Amount:

<b>Ownership document change</b>	<b>\$55.00 (70511/1202)</b>	<b>\$</b>
<b>Trip permit (per section)</b>	<b>\$5.00 (70511/1195)</b>	<b>\$</b>
<b>TOTAL</b>		<b>\$</b>

Make check or money order payable to Department of Consumer and Business Services. If paying by credit card, applicant must sign credit card information box. Do *not* send cash.

Secure fax: 503-947-2333

<input type="checkbox"/> Visa	<input type="checkbox"/> MasterCard	<input type="checkbox"/> Discover	Phone: ( )
Cardholder signature			\$ Amount
Name of cardholder as shown on credit card			
Credit card number			/ Expiration

Department use only



**NATURE OF FILING (check all that applies)**

<input type="checkbox"/> Change security interest	<input type="checkbox"/> Change ownership	<input type="checkbox"/> Demolition	Date of demolition:	
<input type="checkbox"/> Recording as real property	<input type="checkbox"/> Removing from real property status	<input type="checkbox"/> Trip permit	<input type="checkbox"/> Converted to storage	
<input type="checkbox"/> Other:				

**APPLICANT INFORMATION**

<input type="checkbox"/> Dealer/seller	<input type="checkbox"/> Lender	<input type="checkbox"/> Escrow/title agent	<input type="checkbox"/> Owner/buyer	<input type="checkbox"/> Legal representative
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Name:

Address (including city, state, and ZIP):

Phone:

Email:

**HOME INFORMATION (\* required)**Home ID number (*if known*):DMV X-plate number (*if known*):

Has no home ID or X-plate because:

 Moving in from another state Coming out of county deed records Other:

Manufacturer:

Model:

Year:

**Manufacturer serial number****HUD number**

\*Number of sections:

\*Square footage:

\*Number of bedrooms:

\*Number of bathrooms:

\*Type of roofing:

\*Type of siding:

\*Heating:

\*Cooling:

\*Date of sale:

\*Sales price:

\*Includes land:  Yes  No**DEALER INFORMATION (if no dealer, leave blank)**

Dealer name:

Dealer license number:

Dealer address and phone:

This manufactured structure is free and clear of all mortgages, deeds of trust, security interests, and liens. I have the legal right to sell this manufactured structure.

**I hereby declare that the above statement is true to the best of my knowledge and belief, and that I understand it is made for use as evidence in court and is subject to penalty for perjury.**

Dealer name (*print*):

Dealer signature:

Date:

**TRANSPORTER INFORMATION (if not moving, leave blank)**

Transporter name:

Transporter address and phone:

**CURRENT LOCATION INFORMATION (including city, state, ZIP)**

Current location:		County:
<input type="checkbox"/> Dealer lot	Dealer name:	Dealer license number:
<input type="checkbox"/> Park name (if applicable):		
Out-of-state/federal or tribal property location:		

**IF BEING MOVED, LOCATION CHANGES (including city, state, ZIP)**

New location:		County:
<input type="checkbox"/> Dealer lot	Dealer name:	Dealer license number:
<input type="checkbox"/> Park name (if applicable):		
Out-of-state/federal or tribal property location:		

**OWNER**

Current owner names:


Are you changing the name of an existing owner?  Yes  No

Changing from: \_\_\_\_\_ to: \_\_\_\_\_

Home transfer by inheritance?  Yes  No    If yes, attach appropriate Inheritance Affidavit (Form 2946 or 5177)

Home transfer due to foreclosure?  Yes  No    If yes, attach Affidavit of Repossession (Form 3926)

Home transfer through abandonment process?  Yes  No    If yes, attach Abandonment Affidavit (Form 2951)

Home transfer through divorce, trust, or right of survivorship?  Yes  No    If yes, attach Change Affidavit (Form 5221)

**BUYER/NEW OWNER INFORMATION (one name per box)**

<b>1</b>	<b>Buyer/new owner name</b> ( <i>Last, first, middle</i> ):	<b>2</b>	<b>Buyer/new owner name</b> ( <i>Last, first, middle</i> ):
	<b>Mailing address:</b>		<b>Mailing address:</b>
	<b>Phone number:</b> <b>Email address:</b>		<b>Phone number:</b> <b>Email address:</b>
<b>3</b>	<b>Buyer/new owner name</b> ( <i>Last, first, middle</i> ):	<b>4</b>	<b>Buyer/new owner name</b> ( <i>Last, first, middle</i> ):
	<b>Mailing address:</b>		<b>Mailing address:</b>
	<input type="checkbox"/> Same as above <b>Phone number:</b> <b>Email address:</b>		<input type="checkbox"/> Same as above <b>Phone number:</b> <b>Email address:</b>

**NEW SECURITY-INTEREST HOLDERS**

<b>Secured party</b>	<b>Security-interest holder name:</b>
	<b>Mailing address:</b>
<b>Secured party</b>	<b>Security-interest holder name:</b>
	<b>Mailing address:</b>

**Buyer/new owner acknowledgement of sale/change of ownership**

I affirm that the information provided herein accurately reflects the ownership of the structure at the completion of the sale/change of ownership.

I understand that the home cannot be relocated without first completing this form and purchasing a trip permit from the State of Oregon, Building Codes Division or one of its county agents.

I understand that the seller/owner is responsible for submitting this Ownership Document Application to the State of Oregon, Building Codes Division or one of its county agents within 30 days after closing of the sale, and that all buyers and sellers will be notified by mail when the application is completed. I understand that, should the seller/owner fail to file this Ownership Document Application within 30 days, I may complete the filing [ORS 446.641(1)]. I further understand that each lessor, mortgagee, trust-deed beneficiary, lien holder of record, and security-interest holder must be listed on this notice, or, if none are listed, the manufactured structure must be free and clear of all mortgages, deeds of trust, security interests, and liens.

<b>Buyer/new owner</b>	<b>Buyer/new owner name (print):</b> <input type="checkbox"/> Right of survivorship	<b>Buyer/new owner signature:</b>	<b>Date:</b>
	<b>Buyer/new owner name (print):</b> <input type="checkbox"/> Right of survivorship	<b>Buyer/new owner signature:</b>	<b>Date:</b>
	<b>Buyer/new owner name (print):</b> <input type="checkbox"/> Right of survivorship	<b>Buyer/new owner signature:</b>	<b>Date:</b>
	<b>Buyer/new owner name (print):</b> <input type="checkbox"/> Right of survivorship	<b>Buyer/new owner signature:</b>	<b>Date:</b>

**Seller/current owner acknowledgement of sale/change of ownership**

Application must be accompanied by the appropriate valid County Manufactured Home Notification form.

**All owners must release their interest or acknowledge this sale/change of ownership in the structure in order to complete this application.** All current owners, including security-interest holders, must acknowledge the sale/change of ownership by signing the ownership document or DMV title or completing the section below. Security-interest holders may elect to acknowledge the sale/change of ownership, but maintain their security interest until such time as they no longer have an interest in the home.

**Seller/current owner affidavit** I affirm that I am the current owner of this structure and acknowledge that the seller is responsible for submitting notice of sale/change of ownership to the State of Oregon Building Codes Division or one of its county agents within 30 days of the closing of the sale [ORS 446.641(1)].

I further certify that each lessor, mortgagee, trust-deed beneficiary, lien holder of record, and security-interest holder has been listed on this notice, or if none are listed, that this structure is free and clear of all mortgages, deeds of trust, security interests, and liens and that I have the legal right to sell this manufactured structure.

<b>Seller/current owner name</b> ( <i>print</i> ):  <b>Phone:</b> <b>Email:</b>	<b>Seller/current owner signature:</b>	<b>Date:</b>	<input type="checkbox"/> I release my interest in this structure.  <input type="checkbox"/> I acknowledge this sale/change of ownership, but do not release my interest in the structure.
<b>Seller/current owner name</b> ( <i>print</i> ):  <b>Phone:</b> <b>Email:</b>	<b>Seller/current owner signature:</b>	<b>Date:</b>	<input type="checkbox"/> I release my interest in this structure.  <input type="checkbox"/> I acknowledge this sale/change of ownership, but do not release my interest in the structure.
<b>Seller/current owner name</b> ( <i>print</i> ):  <b>Phone:</b> <b>Email:</b>	<b>Seller/current owner signature:</b>	<b>Date:</b>	<input type="checkbox"/> I release my interest in this structure.  <input type="checkbox"/> I acknowledge this sale/change of ownership, but do not release my interest in the structure.
<b>Seller/current owner name</b> ( <i>print</i> ):  <b>Phone:</b> <b>Email:</b>	<b>Seller/current owner signature:</b>	<b>Date:</b>	<input type="checkbox"/> I release my interest in this structure.  <input type="checkbox"/> I acknowledge this sale/change of ownership, but do not release my interest in the structure.

**SECURITY INTEREST HOLDER ALREADY ON RECORD (if applicable)**

<b>Security holder's name</b> ( <i>print</i> ):	<b>Security holder's signature:</b>	<b>Date:</b>	<input type="checkbox"/> I release my interest in this structure. <input type="checkbox"/> I acknowledge this sale/change of ownership, but do not release my interest in the structure.
<b>Security holder's name</b> ( <i>print</i> ):	<b>Security holder's signature:</b>	<b>Date:</b>	<input type="checkbox"/> I release my interest in this structure. <input type="checkbox"/> I acknowledge this sale/change of ownership, but do not release my interest in the structure.

**PRIOR TO SUBMITTING, CHECK THE FOLLOWING:**

<input type="checkbox"/> Signatures from <b>all</b> applicable parties must be complete (current owners/sellers, new owners/buyers, and security interest holders).
<input type="checkbox"/> A valid tax certification from the county tax assessor. The tax certification form will be provided by the county office and must be signed by a county official.
<input type="checkbox"/> Any additional documents needed to establish your authority to buy/sell this home as required by ORS 446 and OAR 918 and posted at <a href="http://www.oregon.gov/bcd">www.oregon.gov/bcd</a> .
<input type="checkbox"/> If the home is being moved to a different county, a valid tax certification form is needed from <b>both</b> : (A) the county the home is moving from <b>and</b> (B) the county the home will be moved to
<input type="checkbox"/> If recording in or removing from county deed records, you must also submit a copy of the recorded application (Form 5176 or 5175 found at <a href="http://www.oregon.gov/bcd">www.oregon.gov/bcd</a> )
<input type="checkbox"/> If signing by Power of Attorney, submit a Change Affidavit (Form 5221).
<input type="checkbox"/> If this application is being submitted by the seller, you must also submit a bill of sale.