**Request for a valid County Tax Certificate**

A valid county tax certification is one that has been certified by the county showing that the taxes are paid in full and the certificate is **submitted before the valid through date expires**. Requirements for obtaining a County Tax Certificate (valid usually for 30 days) are as follows:

You can call the Assessor’s office at 541-278-6298 to make arrangements to obtain the required County Tax Certificate. Below is a list of what is needed.

* A copy of the Manufactured Home Ownership Document Application for New and Used Homes (form 2952) along with any supporting documents for the type of transaction you are applying for with the applicant information, home information, current location, owner, and buyer section completed, the appropriate box marked under the nature of the filing and all required signatures. Incomplete applications will need to be corrected/fully completed before a County Tax Certificate will be issued.
* Taxes paid in full at time of transfer, including pre-payment of taxes, if applicable.

It is the responsibility of the person requesting the Tax Certification to complete the transaction by filing the necessary documents through the Building Code Division. **Obtaining a County Tax Certificate does not cause any changes to the ownership, lender, or manufactured home title. All paperwork along with BCD fees have to be submitted to the Building Codes Division for processing.**

For requests in person, we are located at 216 SE 4th St, Pendleton, Or. 97801 in the Assessor’s Office.

For additional information, contact us at 541-278-6298, or visit the Building Code Division website at www.oregon.gov/bcd/man-home-own/Pages/man-home-own-forms.aspx or view the Manufactured Home Ownership Document Transaction Guide.