

Grant County Assessor's Office

Manufactured Home

Order of Events

The owner must own the land before the home can be classified as real property.

The lending institution needs to be contacted about assessing your manufactured home as real property.

If your manufactured home has not yet been installed, talk to the MH Seller and have them contact **Shad Goldman with the Manufactured Housing Division at 1-575-590-1055 or e-mail at shad.goldman@state.nm.us** about a foundation inspection. Notify installer that you want a permanent foundation.

If your manufactured home is already installed, contact Shad Goldman about a foundation inspection. Be sure to tell Mr. Goldman that the manufactured home has already been installed. Mr. Goldman will do the inspection at a cost of \$65.00 per visit. Any questions concerning the criteria for permanent foundation should be addressed to Mr. Goldman.

Mr. Goldman will give you a signed certificate after the inspection is passed. This certificate is what you will need to bring to the Assessor's Office. **(Very Important)**

All taxes on the manufactured home must be paid in full to obtain a tax release. Taxes on land where manufactured home is located must also be current prior to reclassification of property.

A "Request to change valuation status for a manufactured home" must be completed by the owner of the manufactured home. This form is available at the Assessor's Office. **The Assessor's Office will sign the request form, stating that this office intends to assess the manufactured home as real property upon evidence of a deactivated title.** This signed form can then be taken to your lender as evidence that the manufactured home will be assessed as real property.

Procedures for deactivating your Manufactured Home title can be completed at any Motor Vehicle Division. You will need to take your (Lien Free) title of your manufactured home, the tax release, and the signed request form from the Assessor's Office.

The manufactured home will be assessed as real property for the following tax year after all requirements have been completed.