

Conversion of Personal Property
To Real Property Instruction Sheet
For Lincoln County

- Step 1: Complete owner information.
- Step 2: Have Assessor's Office complete document. (Verify person is owner of land and or manufactured house, personal property taxes are paid in full.)
- Step 3: Sign in front of notary, have notary sign document.
- Step 4: Record at Recorder's Office (fee is approximately \$15.00)
(NOTE: Do not stamp or write anything in the 1" margins on the or the form may be rejected and/or incur additional recording fees)
- Step 5: Once you receive the recorded original Affidavit of Conversion send it to Manufactured Housing along with the original title for the mobile/ manufactured home and a check for \$40.00.

Manufactured Housing Division
2501 E Sahara Ave, Ste 204
Las Vegas, NV 89104
(702) 486-4135

NOTE: The conversion process **IS NOT** complete until the Assessor's Office receives a real property notice from Manufactured Housing. At that time the manufactured house will be placed on the succeeding years' tax roll as real property. In order to reverse the status of the house, proper forms must be completed. Forms for this process should be obtained from your local Assessor's Office. **The home cannot be moved unless an affidavit from real to personal property is recorded and submitted to the Assessor's Office.**

ASSESSOR'S PARCEL # _____

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

AFFIDAVIT OF CONVERSION FOR LINCOLN COUNTY, NEVADA

Conversion of Mobile/ Manufactured Home to real Property

NRS:361.244

Above space for Recorder's use only

**Part I. TO BE COMPLETED BY APPLICANT
MANUFACTURED/ MOBILE HOME INFORMATION**

- 1. Owner/ Buyer Name _____
Land must be owned by the owner of the manufactured/ mobile home.
- 2. Physical location of the manufactured/ mobile home _____
- 3. Manufactured/ Mobile home description: Manufacturer _____
Model _____ Year of Mobile _____ Serial # _____
Length _____ Width _____
- 4. New lien holder: Name _____
Address _____

Part II. OWNER/ BUYER SIGNATURE(S)

The undersigned, as owner(s)/ buyer(s) of the above described manufactured/ mobile home and real property, 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.

Signature of Owner/ Buyer _____ Date _____
 Print Name _____ Date _____
 Signature of Owner/ Buyer _____ Date _____
 Print Name _____ Date _____

Notary for the Sate of _____ Country of _____

This instrument was acknowledged before me on _____ by _____

And _____

Who acknowledged the _he_ executed this affidavit.

Signature of Notarial Officer

My Commission Expires:

Part III. TO BE COMPLETED BY ASSESSOR

Confirm Owner of Land and Manufactured/ Mobile Home.

1. Assessor's parcel number and land ownership verified by _____
Date _____
2. Manufactured/ Mobile Account # _____ and
Manufactured? Mobile ownership verified by _____
Date _____

PERSONAL PROPERTY TAXES MUST BE PAID IN FULL FOR THE CURRENT YEAR

ALL DOCUMENTS RELATING TO THE MANUFACTURED HOUSE MUST BE SURRENDERED TO THE MANUFACTURED 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 Return to:

Distribution:
Original to Manufactured Housing Division