



# Manufactured Structure Notice of Sale/Change of Ownership

## NOTICE OF SALE/CHANGE OF OWNERSHIP INSTRUCTIONS

*It is the responsibility of the seller to file this form and all supporting documents with the taxation/assessment office of the county where the home is currently located within 30 days of the sale. If the seller fails to file the notice of sale within 30 days, the buyer may complete the filing requirement.*

*If the county refuses to process this transaction, forward this form along with the county refusal form to the State of Oregon, Building Codes Division, P.O. Box 14460, Salem, OR 97309-0404.*

### Filing information

**Box 1. Nature of filing.** Indicate whether this sale involves a new home, a used home (i.e., previously owned), or dealer inventory.

### Home information

**Box 2. Home ID number.** The state of Oregon assigns identification numbers for all manufactured structures where ownership has been established in the state. The existing number is located on the ownership document or Status of Manufactured Home Ownership. If this is an initial filing for a new structure, leave this space blank. If you are an agent for BCD, enter the home ID number on this form in Box 2. If the home was previously titled by Oregon Driver and Motor Vehicles, you may provide the DMV license plate number (X-plate) in Box 4 instead of the home ID number.

**Box 3. Dwelling type.** Mark the appropriate dwelling type for this home, using the following descriptions:

- **Manufactured dwelling:** a structure built on a permanent chassis, being used for residential purposes; for example, a residential trailer, mobile home, or manufactured home.
- **Prefab housing:** a building or subassembly more than 8½ feet wide that has been built in a factory to the Oregon Residential Specialty Code, for assembly at a site.
- **Recreational unit/park model:** a structure designed to be an RV or park model. RVs/park models more than 8½ feet wide must be recorded with the county taxation/assessment office. RVs/park models less than 8½ feet wide are to be titled with DMV.

**Box 4. DMV X-plate number.** If ownership of the structure was established with DMV prior to May 2005, enter the X-plate number. Either the X-plate number or the home ID number must be provided to identify the structure.

**Box 5. Manufacture year.** The year the structure was manufactured.

**Box 6. Manufacturer.** Manufacturer's business name.

**Box 7. Square footage.** The square footage of the home's living area. Do not include porch, garage, or other nonliving areas.

**Box 8. Model.** The name that differentiates this structure from other structures produced and sold by the manufacturer.

**Box 9. Dwelling section information.** Include the manufacturer's full serial number and HUD label numbers for each section of the structure, if available.

### Dealer information

**Box 10. Dealer name.** The name of the dealer (or dealership) who arranged the sale of the home.

**Box 11. Dealer license number.** Enter the dealer's license number.

**Box 12. Dealer address and telephone.** Enter the address and telephone number of the dealer. Check "Dealer holds interest" if appropriate. If there is a dealer hold on the home, an ownership document will not be generated until the dealer removes the hold.

### Sales information

**Box 13. Date of sale.** Enter the date the home was sold. Check "Non sale" box if no sale.

**Box 14. Sales price.** Enter the sales price of the home. Check the box if land is included.

*Instructions continued on next page*

*Instructions (continued)*

**Site information**

- Box 15. Current site address and county.** Enter the physical address where the structure is currently located. Include the county. This notice of sale/change of ownership must be filed with the taxation/assessment clerk in the designated county. If the structure will not be moved from the current site and/or will be dealer inventory, check the appropriate box.
- Box 16. Current park name and space number.** If the home is in a manufactured-dwelling park, enter the park name and space number.
- Box 17. New/corrected site address.** Enter the address where the home will be sited after the sale/change of ownership. If the home is to be moved into storage or dealer inventory, check the appropriate box. Note that the structure must be relocated to the new address within 30 days or the purchasers must re-file to correctly reflect the location of the structure.
- Box 18. New/corrected park name and space number.** If the home will be located in a manufactured-dwelling park after the sale, provide the name of the park and the space number.

**Exemption declaration**

- Box 19. Exemption.** Ownership documents for a manufactured structure must be filed with the state of Oregon unless the purchasers declare that the home is exempt from this requirement for one of the reasons listed. Select only one exemption. Owners claiming exemption because the structure will be filed as real property in the county real-estate records must file in the county where the home will be sited within 25 days of the date the notice of sale is filed.

**Buyer/new owner information**

After the sale, each owner must complete the following fields. If there are more than four owners, submit the required information on a supplemental sheet.

- Box 20. Buyer/new owner name.** Enter the owner's full name. Note that owners have the option of being notified by mail when any change of site, ownership, or security interest is filed. The first individual/entity listed will always be notified; other owners may indicate that they wish to be notified by checking the "Notify" box.
- Box 21. Owner.** Check the appropriate box.
- Box 22. Mailing address.** Enter the mailing address of the new owner. If the address is the same as the owner immediately above, check the "Same as above" box. The first owner listed must have an address listed; other owners must provide a mailing address if they wish to be notified of changes.
- Box 23. Owner type.** Occasionally, an individual or entity may wish to secure ownership in a particular manner (e.g., minor or trustee). Check the appropriate box, if applicable.

**Security-interest holders**

After the sale/change of ownership, complete the following fields for each security-interest holder. If more than two security-interest holders are to be filed, submit the appropriate information on a supplemental sheet.

- Box 24. Security-interest holder name.** Enter the full personal or business name of the security-interest holder.
- Box 25.** Check the appropriate box stating whether the security-interest holder is a business, individual, or trust.
- Box 26. Mailing address.** Enter the mailing address of the security-interest holder. Addresses of security-interest holders must fulfill statutory notification requirements.
- Box 27. Buyer/new owner acknowledgement of sale.** All buyers/new owners must acknowledge that they have read and understand the legal requirements. Buyers/new owners are also certifying that the buyer/new owner information provided, which will be public record, is true and correct. All buyers/new owners must print their names, and sign and date the form. Signers must be new owners as listed on Page 4.
- Box 28. Seller/current owner acknowledgement of sale.** All current owners must acknowledge their legal requirements related to this sale or change. The seller/current owner is responsible for completing the new-owner and security-interest-holder information and for obtaining signatures of all parties involved. The seller/current owner must file this form with the taxation/assessment clerk of the county where the home is currently sited, along with the ownership document or other proof of ownership, and a copy of the bill of sale. Owners wishing to maintain a security interest in the structure must include themselves as security-interest holders in the buyer/new owner section of this form. If the seller/owner is unable to obtain acknowledgment by an interest holder, the seller/current owner must submit a record showing that acknowledgment by the interest holder was requested but the interest holder has not responded.



# Manufactured Structure Notice of Sale/Change of Ownership

Before filling out this form, please see instructions, Pages 1-2.

For office use only	
The following supporting documents were reviewed:	
<input type="checkbox"/> Death certificate	<input type="checkbox"/> Will/trust
<input type="checkbox"/> Court documents	<input type="checkbox"/> Other:

## FILING INFORMATION

1. Nature of filing (mark one):  New home  Used home  Dealer inventory

## HOME INFORMATION

2. Home ID number (if known): \_\_\_\_\_

3. Dwelling type (mark one):  Manufactured dwelling  Prefab housing  
 Recreational unit/park model

4. DMV X-plate number (if known): \_\_\_\_\_

5. Manufacture year: \_\_\_\_\_

6. Manufacturer: \_\_\_\_\_

7. Square footage: \_\_\_\_\_

8. Model: \_\_\_\_\_

## 9. Dwelling section information: (Complete for all sections of the dwelling; use additional sheets, if necessary.)

Section	Manufacturer serial number	HUD number	Length	Width
(1)				
(2)				
(3)				
(4)				

## DEALER INFORMATION

10. Dealer name: \_\_\_\_\_

11. Dealer license number: \_\_\_\_\_

12. Dealer address and phone: \_\_\_\_\_  
 Dealer holds interest

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: \_\_\_\_\_

## SALES INFORMATION

13. Date of sale: \_\_\_\_\_  Non sale

14. Sale price: \_\_\_\_\_  Includes land

## SITE INFORMATION

15. Current site address and county:  
(Provide legal description if no street address available.)

County: \_\_\_\_\_

The structure will not be moved (mark if applicable)

This site is a dealer inventory or storage location (mark if applicable)

16. Current park name and space number (if any): \_\_\_\_\_

17. New or corrected site address:

County: \_\_\_\_\_

This site is a dealer inventory or storage location (mark if applicable)

18. New or corrected park name and space number (if any): \_\_\_\_\_

**EXEMPTION DECLARATION**

**19. Exemption declaration**

Manufactured structures in Oregon must have an ownership document or be exempt. Check the box that applies.

- Ownership to be recorded with the state of Oregon (not exempt – results in the issuance of an ownership document).
- Exempt (*check the specific reason for exemption*):
  - Home to be moved out of Oregon.
  - Home to be placed on tribal lands.
  - The buyer/owner is the U.S. government.
  - The buyer/owner certifies that the structure will be destroyed.
  - The buyer/owner certifies that the structure has been destroyed.      Date: \_\_\_\_\_
  - The buyer/owner owns the land on which the structure will be sited and will, within 25 days of the move or sale, apply to have the manufactured structure recorded in the county deed records.

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

<b>Owner</b>	20. Buyer/new owner name ( <i>Last, first, middle</i> ):		21. Owner ( <i>mark one</i> ):
	22. Mailing address	<input type="checkbox"/> Notify	<input type="checkbox"/> Individual <input type="checkbox"/> Business <input type="checkbox"/> Trust
<b>Owner</b>	20. Buyer/new owner name ( <i>Last, first, middle</i> ):	<input type="checkbox"/> Same as above	23. Owner type ( <i>mark if applicable</i> ):
	22. Mailing address	<input type="checkbox"/> Same as above	<input type="checkbox"/> Minor <input type="checkbox"/> Conservator <input type="checkbox"/> Trustee <input type="checkbox"/> Right of survivorship <input type="checkbox"/> Executor <input type="checkbox"/> Other ( <i>specify</i> ): _____
<b>Owner</b>	20. Buyer/new owner name ( <i>Last, first, middle</i> ):	<input type="checkbox"/> Notify	21. Owner ( <i>mark one</i> ):
	22. Mailing address	<input type="checkbox"/> Same as above	<input type="checkbox"/> Individual <input type="checkbox"/> Business <input type="checkbox"/> Trust
<b>Owner</b>	20. Buyer/new owner name ( <i>Last, first, middle</i> ):	<input type="checkbox"/> Same as above	23. Owner type ( <i>mark if applicable</i> ):
	22. Mailing address	<input type="checkbox"/> Same as above	<input type="checkbox"/> Minor <input type="checkbox"/> Conservator <input type="checkbox"/> Trustee <input type="checkbox"/> Right of survivorship <input type="checkbox"/> Executor <input type="checkbox"/> Other ( <i>specify</i> ): _____
<b>Owner</b>	20. Buyer/new owner name ( <i>Last, first, middle</i> ):	<input type="checkbox"/> Notify	21. Owner ( <i>mark one</i> ):
	22. Mailing address	<input type="checkbox"/> Same as above	<input type="checkbox"/> Individual <input type="checkbox"/> Business <input type="checkbox"/> Trust
<b>Owner</b>	20. Buyer/new owner name ( <i>Last, first, middle</i> ):	<input type="checkbox"/> Same as above	23. Owner type ( <i>mark if applicable</i> ):
	22. Mailing address	<input type="checkbox"/> Same as above	<input type="checkbox"/> Minor <input type="checkbox"/> Conservator <input type="checkbox"/> Trustee <input type="checkbox"/> Right of survivorship <input type="checkbox"/> Executor <input type="checkbox"/> Other ( <i>specify</i> ): _____

**NEW SECURITY-INTEREST HOLDERS**

<b>Secured party</b>	<b>24. Security-interest holder name:</b>	<b>25.</b> <input type="checkbox"/> Business <input type="checkbox"/> Individual <input type="checkbox"/> Trust	
	<b>26. Mailing address:</b>		
<b>Secured party</b>	<b>24. Security-interest holder name:</b>	<b>25.</b> <input type="checkbox"/> Business <input type="checkbox"/> Individual <input type="checkbox"/> Trust	
	<b>26. Mailing address:</b>		
<b>Buyer/new owner affidavit</b>	<p><b>27. Buyer/new owner acknowledgement of sale/change of ownership</b></p> <p>I affirm that the information provided herein accurately reflects the ownership, siting, and exemption status of the structure at completion of the sale/change of ownership.</p> <p>If I have declared the structure will become exempt from registration with the state of Oregon because it will be filed in the county deed records, I certify that I will apply within 25 business days of the move or sale/change of ownership to have the manufactured structure recorded in the county deed records of the county in which the structure is sited (ORS 446.626(5)(b)).</p> <p>I acknowledge that the structure must be located on the site address provided within 30 days, or an updated site address must be filed to reflect the actual location of the structure.</p> <p>I understand that the home cannot be relocated without a trip permit, which may be purchased from the taxation/assessment clerk in the county in which the structure is currently located.</p> <p>I understand that the seller/owner is responsible for submitting this notice of sale/change of ownership to the county in which the home is currently located within 30 days after closing of the sale, and that all buyers and sellers will be notified by mail when the notice of sale is filed. I understand that, should the seller/owner fail to file this notice of sale/change of ownership 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.</p>		
<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>

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

This notice of sale/change of ownership must include the ownership document or other proof of ownership and a copy of the bill of sale (ORS 446.641(3)).

**All owners must release their interest in the structure in order to complete this notice of sale.** All current owners, including security-interest holders, must acknowledge the sale/change of ownership by signing the ownership document 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 county in which the structure is sited 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, the manufactured structure is free and clear of all mortgages, deeds of trust, security interests, and liens.

<b>Seller/current owner name (print):</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 (print):</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 (print):</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>Security holder's name (print):</b>	<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 (print):</b>	<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.