

AFTER RECORDING RETURN TO:

1

2

A

THIS AREA RESERVED FOR COUNTY RECORDER

AFFIDAVIT OF AFFIXTURE

SEE INSTRUCTIONS ON REVERSE BEFORE COMPLETING

B The legal description of the real property located in _____ County, Arizona, to which the mobile home has been affixed is: _____

Assessor's Parcel #: Book _____ Map _____ Parcel _____ Check if mobile home is in Mobile Home Park:

PROPERTY TAXATION SECTION

The mobile home has _____ has not _____ been previously assessed or taxed in Arizona as personal property.

If previously assessed and taxed, give the roll or account number _____ name and address of person(s) to whom the last tax statement was sent and the location of the mobile home when last taxed.

Name _____ Location _____

Street Address _____

City _____ State _____ ZIP _____

Print Complete Name (Seller) _____ Print Complete Name (Buyer or Owner) _____

Current Address _____ Current Address _____

Signature _____ Signature _____

Signature _____ Signature _____

The affiant (owner only) does hereby swear (or affirm) that the foregoing is a true and correct statement. Subscribed and sworn to before me this _____ day of _____, 200_____.

Notary Public _____ My commission expires: _____

ADOT RECEIPT FOR SURRENDERED MOBILE HOME DOCUMENTS

Year _____ Make _____ Manufacturer _____

List Price \$ _____ Size _____ Vin Number _____

MSO Number(s) _____ Title Number(s) _____ Film Number(s) _____

_____ _____ _____

_____ _____

Dates Documents Issued

Lienholder Name _____

Lienholder Address _____

Lienholder Name _____

Lienholder Address _____

Received by: _____ ADOT/Motor Vehicle Division Agent _____ County _____ Date: _____

D

AFFIDAVIT OF AFFIXTURE INFORMATION / INSTRUCTIONS

SECTION A

- 1: Return mailing address for the original affidavit of affixture document. The County Recorder's Office *always* retains the original document to allow them time to process their needed information. The customer may request a photocopy of the original for a small fee per page, or a receipt is given showing the book and page where the affidavit of affixture is recorded. Once the Recorder's Office has finished processing they will mail the original to the "After Recording Return To" address that is listed at the top left of the document.
- 2: To be used *only* by the County Recorder's Office for their recording stamp.

SECTION B

- 1: Should display *only* the name of the county in which the manufactured home is to be affixed.
- 2: Blank area for the legal description of the parcel that the manufactured home is to be affixed to. There are two (2) acceptable entries when completing this area.

A: The exact legal description appearing on the recorded deed pertaining to the parcel.

B: Write "see attached" and attach a copy of the exact legal description appearing on the recorded deed pertaining to the parcel.

*****Note:** The necessary information to complete the following three (3) items may be obtained from a tax bill, notice of value card, notice of change card or by calling the Assessor's Office in the county where the parcel is located***

- 3: First three (3) numbers of your parcel number.
- 4: Fourth and fifth (4 & 5) numbers of your parcel.
- 5: Last three (3) numbers and alpha split (if applicable).
- 6: To be used *only* if the manufactured home is located in a park. The owner of the manufactured home and the mobile home park may be one in the same. However, if the manufactured home is *not* owned by the mobile home park owner, there must be a written agreement between the owner of the manufactured home and the owner of the mobile home park. For further information please refer to ARS 33-1501.

SECTION C

- 1: Placing an "X" here indicates that the manufactured home *has* been previously billed as personal property in the county where the manufactured home is being affixed.
- 2: Placing an "X" here indicates that the manufactured home *has not* been previously billed in the county where the manufactured home is being affixed.
- 3: To be used *only* if the manufactured home *has* been billed previously in the county where the manufactured home is being affixed. In Yavapai County we must have the ten (10) digit account number. This number, commonly known as "taxpayer number" can be obtained from the upper right hand corner of the manufactured home tax bill, the notice of value card, or by calling the Assessor's office.
- 4: Name of the customer who received the manufactured home's most recent tax statement.
- 5: Location of the manufactured home at the time of most recent tax statement.
- 6: Mailing address of the customer who received the manufactured home's most recent tax statement.
 - A: City of the mailing address for the customer who received the manufactured home's most recent tax statement.
 - B: State of the mailing address for the customer who received the manufactured home's most recent tax statement.
 - C: Zip code of the mailing address of the customer who received the manufactured home's most recent tax statement.

*****Note:** Some manufactured homes will not have a “seller”. If this is not a sale, leave the following four (4) sections blank and skip to the “buyer or owner” sections, beginning with #11***

- 7: Name(s) of the party selling the manufactured home that is being affixed.
- 8: Current mailing address of the party selling the manufactured home that is being affixed.
- 9: Signature of the party selling the manufactured home that is being affixed. **Signature must be witnessed by a notary public.** If more than one name is present on title, only one (1) titled owner’s signature is required.
- 10: Optional (see #9) Signature of a co-owner selling the manufactured home that is being affixed. **Signature must be witnessed by a notary public.**
- 11: Name of the buyer(s) or current owner(s) of the manufactured home that is being affixed.
- 12: Current mailing address of the buyer(s) or owner(s) of the manufactured home that is being affixed.
- 13: This area is to be used for the signature of the buyer(s) or owner(s) of the manufactured home that is being affixed. **Signature must be witnessed by a notary public.** Only one owner or buyer signature is required in this section.
- 14: Signature of a co-owner who buys or current owner of the manufactured home that is being affixed. **Signature must be witnessed by a notary public.**
- 15: To be completed by a notary public, who will need some form of photo identification with a signature.

Section D

*****Note:** The following fourteen (14) items are only to be completed by an agent of the Motor Vehicles Department. However, you will need to verify them to assure that they are completed correctly***

- 1: Year of the manufactured home that is being affixed.
- 2: Make of the manufactured home that is being affixed.
- 3: Manufacturer of the manufactured home that is being affixed.
- 4: The factory list price of the manufactured home that is being affixed. For further information refer to ARS 42-19152.
- 5: Size of all sections to the manufactured home that is being affixed. (I.E. if the home is larger than a single wide, the MVD agent will use the sum of all the widths.)
- 6: To be used for the manufactured home VIN # (s). If the manufactured home has multiple sections, each section will have a separate VIN #.
- 7: If the manufactured home has not previously been titled, it will have Manufactured Statements of Origin (MSO) for each section of the home.
- 8: If the manufactured home has been titled before, it will have a title number for each section of the manufactured home.
- 9: If the manufactured home has been titled before, it will have a film number for each section of the manufactured home.
- 10: Used to track the date of the MSO, title, and film documents.
- 11: Used to track lien information, if applicable, on the manufactured home. This information may be found on your original title documents.
- 12: Must be signed by an agent of the Motor Vehicle Department.
- 13: A two (2) digit code for the county in which the titles are surrendered. **The titles may be surrendered to any Motor Vehicle office, however the affidavit of affixture must be recorded in the county which the manufactured home is being affixed.**
- 14: Indicates the date the manufactured home title documents were surrendered to MVD.