

Updating Ownership of a Manufactured Home

If you are purchasing or selling property with a mobile home on the site that has not been legally affixed to the Real Property Tax Roll, the ownership will not change with the sale of the land.

The ownership of manufactured homes can only be changed by signing over the title(s) of the unit(s) through the Arizona Motor Vehicles Division, (MVD) similar to a vehicle, at <https://azdot.gov/motor-vehicles/vehicle-services/mobile-home-information>. If you need assistance, email mobilehomesupport@azdot.gov.

If a title does not exist for the manufactured home, please contact MVD at the email above to resolve the issue.

After the new title(s) has been issued, please present the title(s) to the Assessor's Office for the ownership to be updated.

Demolishing a Manufactured Home

To remove a manufactured home completely from the Tax Roll, the unit must be demolished. First, obtain a Tax Clearance Permit (Form 82504) as mentioned in moving a manufactured home. Obtain a Demolition Permit from the Community Development Office. Once an appraiser goes out and verifies that the unit is no longer on the land, it will be removed from the Tax Roll.

For a legally Affixed manufactured home, an Affidavit of Removal must be recorded to remove it from the Real Property Tax Roll before it can be demolished following the above steps.

Apache County Assessor's Office
Rodger Dahozy, Assessor
Jason Moore, Chief Deputy

75 West Cleveland Street

PO Box 770

St. Johns, AZ 86936

Telephone: 928-337-7624

FAX: 928-337-3386

apache.assessor@co.apache.az.us

www.co.apache.az.us/assessor



Manufactured Homes in Apache County



Affidavit of Affixture

To receive a single tax bill instead of two for each, the manufactured home and the land, the unit may be legally Affixed to the property.

This will be beneficial if you are not planning to move the unit. This however will not lower or raise the Property Value.

- The Manufactured home and land must be in the same ownership
- Obtain the Affidavit of Affixture form from the County Assessor's office. [Form 82528]
- Fill out the top portion including the parcel number that the unit is on.
- Take the partially filled form, proof of paid taxes (Form 82504), and Title of unit to the Motor Vehicle Division (MVD) to surrender the Title.
- Notarize the Affidavit of Affixture and record the document with the Apache County Recorder's Office.

Once the affidavit is recorded, the taxes for the unit and the land will be combined in the following tax year.

If selling or moving the manufactured home after affixture, an Affidavit of Removal must be completed and recorded with the Apache County Recorder's Office.

Moving a Manufactured Home

To move a manufactured home from it's current location to any other location, a Tax Clearance Permit (Form 82504) is required by Law prior to moving the unit(s).

A Tax Clearance Permit is issued by the County that the manufactured home is currently located, and will not be issued if there are any taxes owed on the unit.

There is no age limit to move the unit on the road, but the following information is required to process the document.

- Year, Make, Size, Factory List Price, Serial Number of unit
- Current owner of unit
- Mailing address of current owner
- Current physical location of unit
- Name of mover (Company)
- New owner (If there is one)
- New mailing address
- New physical location of unit

Placing a Manufactured home in Apache County

A manufactured home cannot be placed on any property until the following are met.

- The Unit must be 15 years old or newer.
- A building permit issued from the correct Community Development Office.
 - Within the city limits of St Johns, Eagar or Springerville, contact the Community Development Office of the respective town
 - Anywhere else, contact the Apache County Community Development Office

Further steps might be required as dictated by the Community Development Office.

Different counties have different requirements that must be met, so please check with the County that the Manufactured Home is being moved to.