

Deactivating a Title to Classify as Real Property

1

Manufactured Housing Division Information of Public Records Request:

- Complete an IPRA request to see if there is a previous passed inspection on file if the homeowner no longer has a signed foundation permit or green tag. If you need additional information on how to submit an IPRA request you may reach 505-365-3429 or submit your request by going to <https://www.rld.nm.gov/about-us/public-information-hub/inspection-of-public-records/>
- If there is no record of a foundation passing inspection, please proceed forward.

2

MHD Foundation Permit Application:

- Owner must contact a NM certified structural engineer to obtain a certified engineer's foundation report.
- Owner will then submit a Foundation Permit Application with the Structural Engineer Letter, proof of ownership (i.e. Bill of sale, contract, deed or title), and a notarized Homeowner's Responsibility form.
- After plan review the owner will receive notification via email that the permit is issued and the homeowner will need to schedule an inspection. If the home passes inspection the inspector will then issue a green tag.

3

County Assessor:

- Contact County Treasurer for the current calendar tax amount. This amount must be paid in full. Take receipt to Assessor's office.
- Obtain a MH Tax Release from the County Assessor's Office. Complete form "Request to Change Valuation" and have it signed by the County Assessor's Office. *Borrower(s) listed on the MH title must be the borrower(s) on the complete form.*

4

NM Motor Vehicle Division:

- Take the original NM Title, MH Tax release, and Request to Change Valuation to MVD. MVD will issue a deactivate title. (All liens must be released before the title can be deactivated. If there is no title, MVD will have to create a title, then you will have to wait 3 days to deactivate the title)

5

County Assessor:

- Take copy of the title stamped "Inactive" (deactivated title) back to Assessor's office and the MHD Permit and Green Tag.
- Complete a Real Property Request or Bring Copy of Independent Fee Appraisal. The Assessor will assess MH and land together as real property for the following tax year.



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