

Grant County Assessor's Office

Order of Events for Manufactured Home Status Change

- The owner must **own the land** before the home can be classified as real property.
- This value change applies **only for property taxation purposes** and does not determine whether a property is eligible for financing through a lending institution.

1. **Lending Institution:** Contact your lending institution about assessing your manufactured home as real property. You will need your **lien free title** of the manufactured home for it to be valued as real property.
2. **New Mexico Manufactured Housing Division (NMMHD):**

PERMANENT FOUNDATION INSPECTION

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- **If your MH has not yet been installed**, inform the MH Seller that you want a permanent foundation. Once the MH is installed, contact the **NMMHD Inspector** for a **FOUNDATION INSPECTION**.
- **If your MH is already installed**, contact the **NMMHD Inspector** for a **FOUNDATION INSPECTION**. Inform the inspector that the MH has already been installed.
- The inspector will give you a **SIGNED CERTIFICATE** after the inspection is passed. This certificate is what you will need to bring to the *Assessor's Office*. **(VERY IMPORTANT)**
- Any questions concerning a permanent foundation should be addressed to the **NMMHD Inspector**.

3. **Assessor's Office:**

- Obtain a **TAX RELEASE** from the *Assessor's Office*. **All Taxes**, including **Solid Waste**, must be paid in advance on the MH for a **TAX RELEASE**. **Taxes on Land** where manufactured home is located must also be current prior to reclassification of property.
- A **REQUEST TO CHANGE VALUATION STATUS FOR A MANUFACTURED HOME** must be completed by the owner of the manufactured home. This form is available in the *Assessor's Office*. **The Assessor's Office will sign the request form, stating that this office intends to assess the manufactured home as real property upon evidence of a deactivated title.** This signed form can be taken to your lender as evidence that the manufactured home will be assessed as real property.

4. **Motor Vehicle Division (MVD):**

- **DEACTIVATE YOUR MANUFACTURED HOME TITLE.** It can be completed at any Motor Vehicle Division. MVD will deactivate the title **ONLY if title is free and clear of all liens and encumbrances.**

You will need to take to MVD:

- **Original Title (Lien Free)**
- **Signed Foundation Inspection Certificate** from the *NM Manufactured Housing Division*
- **Tax Release** from the *Assessor's Office*
- **Signed Request to Change Valuation Status** from the *Assessor's Office*

5. **Return to Assessor's Office:**

- Bring a Copy of the **DEACTIVATED TITLE** to the *Assessor's Office* to complete the process of Valuation Status Change. The MH will be assessed as real property for the **following tax year**.