

## MVD Procedural Quick Update

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**RE: Manufactured Homes – No Previous Title**  
**Effective date: Immediate**

Date: September 22, 2006  
To: All MVD  
From: Mac Lewis, MVD Policy and Procedure Manager

*[This is the latest in a series of procedural updates. These updates deal with specific MVD procedures and practices. Managers and Supervisors should consistently distribute the updates to all personnel and integrate them into regular information and training sessions.]*

**Before a title can be issued to a manufactured home that was previously assessed as real property, the manufactured home must be assessed as personal property, not real property; and no liens may exist on the manufactured home or the land it is set on. If there is no previous title or MCO, ownership may be determined through warranty deeds or other legal documents.**

A manufactured home title is required when the home's owner (typically when there is a change of ownership) wants to move the home. If the title was previously deactivated when the home was placed on a foundation and assessed as real property, it can be reactivated at the request of the owner, with documentation verifying that the manufactured home is currently assessed as personal property and that no liens exist on the manufactured home or the land it is set on.

Too often, however, there is no previous title, because the manufactured home was assessed as real property before a title was ever issued and deactivated. In these cases, ownership may be determined through warranty deeds, court orders, other legal documents or a surety bond.

In any event, before issuing a first-time title or reactivating a title to a manufactured home, we need to be sure (with verification in writing from the county assessor) that the manufactured home is currently assessed as personal property and that no liens exist on the home or the land it is set on.

**MVD CANNOT, UNDER ANY CIRCUMSTANCES, ISSUE A TITLE TO A MANUFACTURED HOME THAT IS ASSESSED AS REAL PROPERTY.**

MVD's Vehicle Services Unit, after researching our records, can issue a letter stating that a manufactured home is not currently titled in NM and that it cannot be titled as long as it is assessed as real property or there is a lien on the home or the land it is set on. Requests for this letter may be sent to Attn: Vehicle Services Unit, Motor Vehicle Division, PO Box 1028, Santa Fe, NM 87504.

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Please refer any comments or questions regarding this Quick Update to Mac Lewis, Policy and Procedure Manager at [mac.lewis@state.nm.us](mailto:mac.lewis@state.nm.us).

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