



JEFFERSON COUNTY ASSESSOR

210 Courthouse Way, Suite 150
Rigby, ID 83442

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STATEMENT OF INTENT TO DECLARE A MANUFACTURED HOME AS REAL PROPERTY (See instructions on the back of the form.)

1. Owner Name(s)		Name of Person Filling Out Form		Phone Number	
Cell Phone Number		Home Phone Number		Do not write in this space; for Jefferson County use only.	
2. Mailing Address					
3. Property Address					
4. Legal Description					
5. Real Property Parcel Number		6. Manufactured Home Parcel Number			
7. Land Ownership					
		<input type="checkbox"/> Deed		<input type="checkbox"/> Recorded	
		<input type="checkbox"/> Contract of Sale		<input type="checkbox"/> Unrecorded	
8. Manufactured Home Description					
Make _____ Model _____ Year _____ Size _____ Serial Number _____ Lien Holder (if any) _____ Mailing Address _____					
The undersigned, being duly sworn, states that the above information is true and correct, and does hereby exercise a "STATEMENT OF INTENT," declaring the above referenced manufactured home to be real property according to Idaho Code Section 63-304. The undersigned further states that the running gear has been removed from the manufactured home and the manufactured home will be permanently affixed to the land owned or being purchased by the owner or purchaser of the manufactured home.					
9. Owner's Signature			Date	Owner's Signature	
				Date	
STATE OF IDAHO)) S.S. COUNTY OF _____) On this _____ day of _____, in the year of 20____, before me, _____ personally appeared _____, proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is (are) subscribed to this instrument and acknowledged that he(he)(they) executed the same.					
(SEAL) _____ Notary Public My Commission Expires on _____					
Authorized Signatures ONLY – Pursuant to Idaho Code Section 63-304					
10. BUILDING AND ZONING DEPARTMENT OR OTHER AUTHORIZED OFFICIAL					
A. Removal of running gear.			_____		_____
			Authorized Signature		Date
B. Permanently affixed to a foundation on the land. (See the Idaho Manufactured Home Installation Standard.)			_____		_____
			Authorized Signature		Date
11. COUNTY ASSESSOR					
Verified ownership of land and manufactured home are in same name.			_____		_____
			Authorized Signature		Date
12. COUNTY TREASURER					
Verified payment of taxes on new manufactured home.			_____		_____
			Authorized Signature		Date
13. CONSENT OF LIENHOLDER					
_____		_____		_____	
Print Name		Date		Authorized Signature	
				Date	

INSTRUCTIONS FOR STATEMENT OF INTENT TO DECLARE A MANUFACTURED HOME AS REAL PROPERTY

Numbered instructions correspond to numbered items on the form. Attach additional information if necessary. The blank area in the upper right part of the form is for county use only; do not write in this area.

1. Print or type name of applicants. Enter the full names of all owners as they appear on the title, Manufacturer's Statement of Origin (MSO), or Manufacturer's Certificate of Origin (MCO) and on the deed or documents transferring ownership of the land. The ownership of the manufactured home and the land must be the same for the manufactured home to be eligible to be declared real property. When the assessor is contacted to obtain the information for items 4, 5, and 6, ask the assessor what information will be needed to verify the ownership of the manufactured home and the land as the same.
 - A. Enter the owner's phone number. This is important in case the assessor's office needs to talk to you.
 - B. Enter the owner's phone number.
 - C. If someone other than the owner is filling out the form, print your name here.
 - D. If someone other than the owner is filling out the form, write your phone number here.
2. Enter the mailing address of the applicant or other individual to whom correspondence would be addressed, including the assessment notice and tax bill.
3. Enter the street address for the location of the manufactured home.
4. Enter the complete legal description of only the land where the manufactured home will be located. This legal description will appear on the deed or other document transferring ownership of the land. You may also contact the assessor to verify that the correct legal description is entered.
5. Enter the real property parcel number for the land. You may find this parcel number on the assessment notice for the land or contact the assessor to obtain this parcel number.
6. Enter the parcel number for the manufactured home. When available, this number may be obtained from the assessor. If a parcel number is not available, have the assessor initial this box.
7. Identify the type of land ownership. Check the appropriate box to indicate whether the property ownership instrument is a deed or a contract. Assistance in determining this information is available from the assessor, lender, or selling agent. Check the appropriate box to indicate whether the ownership instrument has been recorded with the county recorder.
8. Describe the manufactured home by entering the make, model, year built, size (such as 27 feet wide and 66 feet long), and serial number of the manufactured home. This information is shown on the title, MSO, or MCO. Also enter the name of the individual(s) or financial institution(s) holding a mortgage or other loan instrument for the manufactured home and their mailing address. This information is available on the title document and in financing agreements that have been signed.
9. Signature and date of signature are required for each owner. This must be signed in the presence of a Notary Public. After completion of items 1-8, sign item 9 in the presence of a Notary Public. The part of this form between items 9 and 10 must be completed by a Notary Public.
10. This item is to be signed and dated by authorized officials, who will certify the removal of the running gear and that the manufactured home is permanently affixed to the land. The assessor can identify any authorized officials. The property owner should not sign this item. The Idaho Manufactured Home Installation Standard is available from the State of Idaho Division of Building Safety.
11. This item is to be signed and dated by an agent of the county assessor's office. The assessor or agent must verify ownership of land and manufactured home and that the sales tax on a new manufactured home has been collected or require that the owner provide proof of payment of sales tax.
12. This item is to be signed and dated by an agent of the county treasurer. The treasurer must verify that all taxes have been paid on the land and manufactured home.
13. Enter the name of any recorded lienholder and obtain the signature from that lien holder consenting to the cancellation of the title, MSO, or MCO.

After completing steps 1 – 13, record all paperwork at the Clerk's Office, then take all paperwork to the County Motor Vehicles Department to be sent to Boise.