

Declaration and Rules to Convert Manufactured Home to Real Estate

- 1 All mobile home taxes must be paid in full.
- 2 Per O.R.C. 4503.06, the manufactured home must be on a permanent block foundation. (Four-sided continuous block foundation like a stick built house.)
- 3 You must have pictures showing the tongue and axles have been removed and the block foundation is in place. Also any additions, such as porches, wood decks, rooms, etc.
 - A. The Auditor's office will field review prior to converting.
- 4 The Title must be free and clear of any liens.
- 5 The Title to the manufactured home and the deed to the property **MUST** be in exactly the same name(s).

I, Jill A. Hall, Brown County Auditor and Assessor do hereby certify that the manufactured home described on the Certificate of Title Number _____ and dated _____ has been placed upon the Auditor's tax list of Real Estate of Brown County. Therefore, said manufactured home is not subject to Ohio Manufactured Home Tax, but will be carried as Real Property on the Tax Duplicate and the above mentioned title should be cancelled as it no longer describes a manufactured home.

Jill A. Hall
Brown County Auditor

Owner(s) Name: _____

Address: _____

Parcel #: _____

MH Registration #: _____

Make/Model of MH: _____

Year Built: _____ Serial #: _____

Purchase Price: _____

Phone#: _____

Name & Address of Person/Business converting manufactured home:

Signature: _____

Date: _____

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Parcel #: _____

Name: _____

Address: _____

Phone: _____

Width: _____ Length:(not including tongue) _____

Color: (Main bldg.) _____ Shutters: _____

Circle Your Responses:

Condition:	Excellent	Good	Average	Fair	Poor
Foundation:	Piers	Slab	Crawl	Basement(if complete info below)	
Basement:	Unfinished	Finished Area	_____		
Heating:	Electric	Gas/Propane	Fuel Oil	Wood	None
Heat Pump:	Yes	No			
Central Air:	Yes	No			
Fireplace:	Yes (Gas or Wood)		No		
Bathroom(s):	# off full bathrrroms _____		# of half bathrooms _____		
Bedroom(s):	1	2	3	4	
Porch:	Yes	No	If Yes Size(s)	Front _____	Back _____
Wood Deck:	Yes	No	If Yes: Size(s)	Front _____	Back _____

Directions to assist appraiser in locating the property: _____

I hereby certify that the above information is accurate to the best of my knowledge.

Signature: _____

Date: _____