

MOBILE HOME TITLE TRANSFER CHECKLIST

ALL STATES

Use this checklist to gather what you need before submitting a manufactured home title transfer. Requirements differ by state and by whether the home is titled as personal property or has been converted to real property — confirm the exact list with your state titling agency before you file.

HOME AND TRANSACTION

HOME YEAR	MAKE / MODEL	SERIAL / VIN
HUD LABEL NUMBER(S)	TITLE NUMBER(S)	STATE
SELLER	BUYER	SALE DATE

DOCUMENTS TO GATHER

Original title, properly signed by all owners of record

Every person listed as an owner must sign exactly as their name appears. A missing or mismatched signature is the most common reason a transfer is rejected.

Signed bill of sale

Shows price, date, and home description. Many states require it; some require their own official form.

Lien release(s) for any recorded lien

If a lender ever financed the home, get a written release even if the loan was paid off years ago — an unreleased lien blocks the transfer.

Application for title / transfer form

Obtain the current form from your state titling agency; older versions are often rejected.

Photo ID for buyer and seller

Proof of paid property taxes / tax certificate

Many states require evidence that personal property taxes on the home are current before transferring.

HUD label or data plate verification

If a label is missing, you may need a label verification letter or an IBTS records report.

Odometer / mileage statement — usually NOT applicable

Manufactured homes are generally exempt, but some states still ask for a form indicating exemption.

Notarized signatures, if your state requires them

Park/community approval or lot lease, if the home stays in place

Affidavit of affixture or de-titling paperwork, if applicable

Required when a home has been converted to real property, or when converting it back to personal property.

STEPS

Confirm the exact requirements with the state titling agency

Verify the seller is the owner of record and that the title is in hand

Search for and clear any existing liens

Complete and sign the bill of sale

Complete the title application and gather supporting documents

Calculate transfer fees and any sales/use tax due

Submit the packet and pay fees

Confirm the new title was issued and received

Record a new lien if you are financing the sale

If you are carrying the note, the lien must be recorded to secure your interest in the home.

Update insurance and notify the community of the ownership change

NOTES

AGENCY CONTACTED / PHONE / DATE

FEES QUOTED

OUTSTANDING ITEMS

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