

Converting a Manufactured Home to Real Property

After a manufactured home has been titled in the Commonwealth of Virginia, the owner may apply to convert the home to real property.

A manufactured home owner who wishes to convert the home to real property must first submit a sworn affidavit to the Department of Motor Vehicles (DMV) that the wheels and other equipment previously used for mobility have been removed from the manufactured home and the unit has been attached to real property owned by the manufactured home owner. Once this has been done, documentation must then be filed with the local Circuit Court in order to complete the conversion.

Steps for converting a manufactured home to real property:

- ▶ Complete DMV form VSA 35 (Affidavit for Manufactured Home Conversion to Real Property) and sign it in front of a notary public.
- ▶ Submit form VSA 35 and the original existing Virginia title free of security interest (lien) to DMV.

- ▶ Obtain a printout from DMV confirming that the Virginia title has been surrendered and canceled.
- ▶ Go to the circuit court of the locality where the real property is located to obtain form cc1560 (Affidavit Regarding Manufactured Home) or an affidavit that meets the requirements of 46.2-653.1 of the Code of Virginia, and sign it in front of a notary public.
- ▶ File form cc1560 or an affidavit that meets the requirements of 46.2-653.1 of the Code of Virginia with the clerk of the Circuit Court where the manufactured home is located, including a copy of the confirmation from DMV that the title has been surrendered and canceled.

Once the required documentation has been filed with the Circuit Court, the manufactured home will be deemed real estate and treated as such, unless the home is later physically detached from the real property and a new title is issued.



Detaching/Severing a Manufactured Home from Real Property

If the owner of a manufactured home whose title has been canceled seeks to detach or sever the manufactured home from the real property, the owner may apply to the DMV for a new certificate of title.

In order to do so, the owner must first file a sworn affidavit with the Circuit Court where the real property is located and then submit required documentation to DMV.

Steps for detaching or severing a manufactured home from real property:

- ▶ File an Affidavit Regarding Manufactured Home or an affidavit that meets the requirements of 46.2-653.1 of the Code of Virginia with the Circuit Court and retain a copy for DMV.
- ▶ Obtain a confirmation from the Commissioner of Revenue where the real property is located, stating that the manufactured home has been detached or severed from the real property.
- ▶ Complete and mail the following to DMV's Titling Work Center, or submit documents at a local DMV customer service center for forwarding:
 - ▶ VSA 35A Affidavit for Manufactured Home Severed From Property (notarized)
 - ▶ VSA 17B Application for Certificate Of Title-Manufactured Home
 - ▶ VSA 12 Affidavit in Lieu Of Title Certificate (notarized)*
 - ▶ Copy of the last issued deed showing the current owner(s) of the manufactured home
 - ▶ Applicants must be the last "deeded" owners of the real property to which the manufactured home was attached
 - ▶ Copy of the Affidavit Regarding Manufactured Home filed with the Circuit Court

- ▶ Confirmation from the Commissioner of Revenue stating that the manufactured home has been severed from the real property.
 - ▶ If unable to submit a letter from the Commissioner of Revenue, a combination of other documents may serve as evidence, such as:
 - ▶ Time stamped photo of manufactured home showing wheels replaced
 - ▶ Documentation of agreement or contract for removal/relocation of the manufactured home
 - ▶ Other document that provides evidence that the manufactured home has been detached or severed from the property
 - ▶ Note: Determination of acceptability will be made by the Titling Work Center
 - ▶ Payment of \$10 titling fee in the form of a check, credit card, money order, or cashier's check made payable to DMV. Please do not send cash.

Mailing Address:

DMV Titling Work Center
PO Box 27412
Richmond, VA 23269-0001

DMV is authorized to issue a new title for the manufactured home once all required forms, documentation, and fees listed above have been received. The Certificate of Title will be issued by mail when processed. Please allow 2 to 4 weeks for processing and mailing.

*The Affidavit in Lieu of Title Certificate is generally used when an active title is unavailable. For manufactured homes, a title may be unavailable because it was previously surrendered and cancelled when the home became real estate.

