



**DELTA COUNTY, COLORADO
ASSESSOR, CLERK, TREASURER**

Check list to permanently affix a used titled manufactured home to the land:

You must obtain from the County Treasurer's office:

- Tax Authentication.** You must obtain this from the County Treasurer. The County Treasurer will charge a \$10 fee for the authentication, and all outstanding taxes on the manufactured home must also be paid at this time.

You must submit to the vehicle licensing section in the County Clerk's office:

- Tax Authentication.**
- Ownership documents (Title, Court Order, etc.).** You should have these documents in your possession.
- Form DR2180 (Owner's Request to Purge).** Blank forms may be obtained from the County Clerk's office, or online at: *Colorado Department of Revenue, select Forms and Publications, Motor Vehicle, then select the appropriate form needed.* Form must be signed by the Assessor's office prior to submitting to the County Clerk's office.
- Form DR2171 (Lender's Request to Purge) (if applicable).** Blank forms may be obtained from the County Clerk's office, or online at: *Colorado Department of Revenue, select Forms and Publications, Motor Vehicle, then select the appropriate form needed.* Form must be signed by the lender prior to submitting to the County Clerk's office.

You must submit for recording to the recording section of the County Clerk's office (recording fees will be charged):

- Certificate of Permanent Location.** The form must be completed, signed and notarized. (Writable form*)
- The Manufactured Home Transfer Declaration (MHTD) (if applicable).** This form must be completed and signed by the buyer or the seller, if there are new owners. (Writable form*)
- Manufactured Home Title.** Copy of the front and back.
- Letter of Purged Ad Valorem.** **NOTE:** It may take several business days for the County to receive the Letter of Purged Ad Valorem from the Colorado Department of Revenue after Forms DR2180 and/or DR2171 are submitted to the County Clerk's office.

NOTES:

Manufactured homes permanently affixed to land located in incorporated cities and towns must have a signature of the authorized city or town building inspector or designated official on the Certificate of Permanent Location (when this form is required). In unincorporated areas of Delta County, the County Assessor's office is responsible for determining if the manufactured home is on a permanent foundation. The Assessor's office IS NOT responsible for determining if either the home or the foundation does or will meet any building, plumbing, or electrical codes.

*Writable forms may be filled in online and printed. The filled in portions will not be saved after printing. Writable forms can be found at Colorado Department of Property Taxation. Select the option "Forms" and the appropriate form needed.