

ASSESSOR'S OFFICE
505-544-4300

TREASURER'S OFFICE
505-544-4800



PLANNING & ZONING
505-544-4393

COUNTY CLERK
505-544-4350

205 Ninth Street
Post Office Box 258
Estancia, New Mexico 87016
www.torrancecountynm.org

Information Guide Converting Your Manufactured Home To Real Property

This guide is intended to outline the procedures and steps to follow in converting a manufactured home, which was *previously* “set” on a permanent foundation, from Personal Property to Real Property. This guide will also highlight the steps for a “*new installation*” of a manufactured home that will be classified as real property. If the manufactured home was installed without a permanent foundation and you request it be converted to Real Property you will need to hire a contractor to install a permanent foundation that meets the State of New Mexico Manufactured Housing Division’s requirements.

Some reasons requests are made for a manufactured home to be placed on the tax rolls as real property are for more favorable financing rates, to increase property value, and if selling most finance companies require this be done before approving lending to the prospective buyer. You may be dealing with five government agencies, a title company, and in some cases two mortgage companies.

This guide will address the requirements of the five governmental agencies. In most cases the steps should be followed in the order listed.

1. Torrance County Planning and Zoning Office

If moving a manufactured home into Torrance County you will need to complete the county permitting process first. Please contact: Steve Guetschow – Planning & Zoning Coordinator at 505-544-4393.

2. State of New Mexico Manufactured Housing Division (NMMHD)

If the home is assessed in Torrance County as Personal Property and was “set” on a permanent foundation sometime in the past, and NMMHD was not contacted at the time of the installation to perform an inspection, you will need to start with a Structural Engineer. The engineer will inform you of any retrofitting you will need to complete to pass inspection. Once inspection is completed and approved by the engineer, you contact NMMHD and file for their Permanent Foundation Permit.

If the manufactured home is “new” to Torrance County (be sure you have contacted Torrance County Planning & Zoning) and is installed with a permanent foundation that meets state building codes apply directly with NMMHD for their Permanent Foundation Permit. (An NMMHD inspection is required on Any “new installation” of a manufactured home, anywhere in the state, regardless if it’s used, new, is set with permanent foundation or not.

3. Torrance County Assessor’s Office

Provide this office with a copy of the Structural Engineer’s report and approval, a copy of the NMMHD approval and/or a copy of their “green sticker,” and an appraisal of the property. **The owner of the land to which the home will be assessed and the owner of the manufactured home must be one-and-the-same.**

Through our office you will need to fill out a Request to Change Valuation form; *this must have the original signatures from both the homeowner and the assessor.* You will also need to obtain a Tax Release from the Torrance County Treasurer’s office. (We will provide documentation for the mortgage company stating the manufactured home will be assessed as Real Property in the **following** tax year when all steps have been met.)

4. Torrance County Treasurer’s Office

We will begin the Tax Release in the Assessor’s office but any outstanding and current year’s manufactured home taxes must be paid in the Treasurer’s office. *The Treasurer’s office will require payment in the form of cash, money order, debit card, credit card or cashier’s check.* They will then certify the Tax Release for you to take to the DMV that no tax liability is owed on the manufactured home and provide you with a receipt.

5. New Mexico Department of Motor Vehicles

You will now go to the DMV, with the original Request to Change Valuation, the original certified Tax Release and the manufactured home title to have the DMV deactivate the title. The title **must be free** of all liens and encumbrances. **You must provide a copy of the deactivated title to the Assessor’s Office or the manufactured home will not be classified as real property.**

- If you have a manufactured home already classified and assessed as Real Property in Torrance County due to a request made in the past, and the last step of deactivating the title was never completed, please contact the Assessor’s office because the steps to finally deactivate the title differ.
- A Torrance County Planning & Zoning Ordinance is in effect that states manufactured homes that were manufactured in the year 1976 or earlier cannot be moved into the county and if already located in the county cannot be moved to another part of the county without a report from the New Mexico Manufactured Housing Division stating that the manufactured home is compliant with current building codes.
- If a manufactured home is going to be moved into the town/city limits of Estancia, Moriarty, Willard, Encino or Mountainair, you must first contact their Planning & zoning Departments, respectively, to be informed of their zoning requirements and you will still need to contact the Assessor’s office to register the home so that it can be assessed.

MANUFACTURED HOME
REQUEST TO CHANGE VALUATION STATUS
TORRANCE COUNTY

I HEREBY REQUEST:

- (1) The manufactured home described herein be valued for property tax purposes as real property and that it not be valued in accordance with Section 7-36-26 NMSA 1978 and;
- (2) The Title of said manufactured home will be deactivated in accordance with 18 NMAC 19.3.18.

This manufactured home has been permanently affixed to the land at the location described below.

I understand that honoring this request may change the amount of property tax assessed for current and future tax years. I also understand the treatment of this manufactured home as real property applies only for property taxation purposes, and that I MUST present the Title to the Motor Vehicle Division free of liens and encumbrances in order to complete the deactivation process.

DESCRIPTION OF MANUFACTURED HOME			
Manufacturer	Model	Size	Year
Serial/VIN #		Manufactured Home Tax ID #	
Physical Address & Legal Description Required		Land Tax ID #	

Person Making Request (owner of Manufactured Home must be owner of land): Please Print

Name: _____ Phone # _____

Address: _____

Signature: _____ Date: _____

<p>The following portion to be completed by Torrance County Assessor's Office</p> <p>This office certifies that the manufactured home described within this document will be valued for property Taxation purposes as Real Property ONLY if final evidence of Deactivation title to the herein described manufactured home is received by this office no later than February 28 of this year and evidence of permanent foundation approved by the State of New Mexico's Manufactured Housing Division is also provided to this office.</p> <p>Signed: _____</p> <p>Title: _____ Date: _____</p>
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State of New Mexico
Regulation and Licensing Department
Manufactured Housing Division (NMMHD)
PO Box 25101, Santa Fe, NM 87504
Phone # (505) 476-4770 – Fax # (505) 524-6319

**PROCEDURES FOR REQUESTING A
NEW MEXICO MANUFACTURED HOUSING DEPARTMENT
PERMANENT FOUNDATION INSPECTION PERMIT**

- You will need to hire a local structural engineer (see list provided) to conduct a structural inspection of the manufactured home's foundation if it was previously "set" on a permanent foundation and you did not apply for a Permanent Foundation Permit with NMMHD at that time.
- Once an inspection is completed and the foundation is approved, the structural engineer will provide you with a letter containing information regarding the inspection.
- Bring a copy of the letter and any information the structural engineer provides you to the NMMHD office along with the completed NMMHD application. (NMMHD approval of the foundation is a required step to convert a manufactured home to real property in your county assessor's office.)
- The NMMHD requested inspection fee of \$65.00 is payable by cash, check or money order (make payable to NMMHD).
- Once a requested NMMHD inspection permit is issued, you will need to contact your area state inspector to set up an appointment (the inspector's number will be on the requested inspection permit).
- Once this inspection is performed, the state inspector will provide you with a green tag (or an internet approval; which is equivalent to the green tag). Take this tag/information to the county assessor's office in the county where the property is located to have assessed as real property (contact the county assessor's office so you will know what steps/information they require to convert the manufactured home to real property).

**State of New Mexico
Regulations and Licensing Department
Manufactured Housing Division
P.O. Box 25101, Santa Fe, NM 87504
(505) 476-4770 Fax (505) 476-4702**

5200 Oakland Ave NE
Albuquerque, NM 87113
(505) 222-9870 Fax (505) 765-5670

505 South Main Suite 150
Las Cruces, NM 88001
(505) 524-6320 Fax (505) 524-6319

REQUEST FOR MANUFACTURED HOUSING PERMIT

TYPE OF PERMIT (Place an X for type of permit)

<input type="checkbox"/> Set-up Fee \$65.00	<input type="checkbox"/> *Permanent Foundation \$65.00
<input type="checkbox"/> Re-Inspection Fee \$65.00	<input type="checkbox"/> Conversion/Minor Repairs \$15.00
<input type="checkbox"/> All-in one Fee \$65.00 (Set-up & Foundation)	<input type="checkbox"/> Propane <input type="checkbox"/> Natural Gas
	<input type="checkbox"/> Total Electric

All fields must be completed or request will be denied

Owner:	Telephone No.:	
Inspection Location:		
City:	County:	Zip Code:
Manufacturer:		
Serial No.:	HUD Label No.:	
Sold By:	Dealer License No.:	
Size: _____ x _____	New _____ Used _____	
Who is performing the work? (include all) License No.:		
Retrofit System – Requested Inspection (Circle One):		
Magnum Mattguard Oliver SAC Sure Safe Vector XI		

Directions to location (please be specific):

Company Name:	License No.:
Phone No.:	Fax No.:
Payment Type: <input type="checkbox"/> Check <input type="checkbox"/> Cash <input type="checkbox"/> Prepaid Account #	
Please refer to KIVA Citizen for on-line permitting and permit inspection status at www.rid.state.nm.us/mhd	

*Prior plan approval on all Permanent Foundations require a NM Engineer or Manufacturer Design and County Land Use document(s) for all new set-ups.

Some Helpful Phone Numbers

Torrance County Planning & Zoning	505-544-4393
Torrance County Assessor's Office	505-544-4300
Torrance County Treasurer's Office	505-544-4800
State of New Mexico Manufactured Housing Division	
Santa Fe Office	505-476-4770
Albuquerque Field Office	505-222-9870
East Mountain Inspector's Office	505-465-2051
Estancia Motor Vehicle Department	505-384-0512
Moriarty Motor Vehicle Department	505-832-6218
Mountainair Motor Vehicle Department	505-847-2591
Town of Estancia Planning & Zoning Department	505-384-3066
City of Moriarty for Planning & Zoning	505-832-4406
Town of Mountainair for Planning & Zoning	505-847-2321

Structural Engineers Albuquerque Area

George Knipprath	Criterion Knipprath Engineers, 3620 Wyoming Blvd. NE Suite 204, Albuquerque, NM 87111	505-271-1341
Richard Hall:	Hall Engineering Inc. 12805 Menaul Blvd. NE Albuquerque, NM 887112	505-228-0287
Steve Crawford:	Crawford Development Services 3634 Hwy 47, Peralta, NM 87042	505-865-6442

Converting Manufactured Home to Real Property Checklist

- **Owner names need to match on land account and the manufactured home account.** (Use same tax release to change the name on the mobile home account)

- **Structural report from Engineer.**

- **New Mexico Mobile Home Division foundation inspection.**

- **Request to change valuation form.** (The Office of the County Assessor provides this document.)

- **Obtain a tax release** (The Office of the County Assessor provides this document. Taxes need to be paid for current year in advance plus any past due taxes in the mobile home account.)

- **Provide a copy of the deactivated title.** (Take all documents to Motor Vehicle Department to get your deactivated title.)
Estancia Office 505-384-2708 Moriarty Office 505-832-6218 Mountainair Office 505-847-2591

- **Manufactured Home converted into Real Property.**
(The mobile home will be considered real property for the following year. If taxes are paid in advance you won't receive a tax bill for the current year.)