

***Guidelines for Conversion***

***Of a***

***Manufactured Home***

***Classified and Assessed***

***As***

***Personal Property***

***To***

***Real Property***

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## 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: Louise Marquez-Planning & Zoning Coordinator @ 505-246-4759

### 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 you never contacted NMMHD to perform an inspection at the time the foundation was installed, 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

