

## Important Phone Numbers

County Assessor (505) 246-4727

County Clerk (505) 246-4735

County Treasurer (505) 246-4787

County Sheriff (505) 246-4773

Rural Addressing (505) 246-4768

County Road Dept. (505) 384-2254

County Manager (505) 246-4752

Dispatch **911** (505) 384-2705

Animal Control (505) 832-2043

Animal Shelter (505) 832-9597

Emergency Services (505) 384-6025

Planning/Zoning (505) 246-4759

Solid Waste (505) 384-4270

Domestic Violence (505) 832-6567



### **What Must I Do If I Want To Re-Classify My Manufactured Home As Real Property?**

The greatest benefit of re-classifying your home to real property will be realized in the ability to acquire lower interest rate and longer term financing. The process begins with the home owner requesting the re-classification from personal property to real property by filing a "REQUEST TO CHANGE VALUATION STATUS FOR A MANUFACTURED HOME" with the County Assessor's Office.

Certain physical requirements must be met before the process can be completed such as: Tongue(s) and axels have been removed from the manufactured home, the home is affixed to a permanent foundation on the land on which it is located, the owner of the manufactured owns the land on which the manufactured home is located and all liens and encumbrances against the motor vehicle title for the manufactured home have been satisfied or released.

Document preparation includes the following: Copy of an on-site appraisal, land deed must have same name as the manufactured home title, title on manufactured home must be free and clear of liens and deactivated through the Motor Vehicle Department.

Once the above has been completed the County Assessor will appraise your home as real property. A possible down side of re-classifying your home could be realized in the possibility of a higher property value, which could result in paying slightly higher taxes.

### **For More Information...**

Please visit the Assessor's Office located in the County Courthouse in Estancia, NM. This pamphlet was created with the intent to provide the property owner with general information concerning manufactured housing. It in no way replaces or takes the place of existing state laws and regulations. The Assessor and or his staff will be most happy to answer any questions and help you with the reporting of your manufactured home.

# Valuation Of Manufactured Homes (Mobile Homes) In Torrance County



**TORRANCE COUNTY  
ASSESSOR'S OFFICE**

**PO BOX 258  
205 9TH STREET  
ESTANCIA, NEW MEXICO  
87016**

**PHONE: (505) 246-4727**

**FAX: (505) 384-4362**

**assessor@torrancecountynm.org  
www.torrancecountynm.org**

# Torrance County “Heart Of New Mexico”

## ***What Is A Manufactured Home?***

A manufactured home is defined as a movable or portable housing structure that exceeds either a width of eight feet or a length of forty feet and constructed to be towed on its own chassis and designed to be installed with or without a permanent foundation for human occupancy. The housing structure may come in multiple sections such as a double wide or triple wide, etc. It is classified as personal property unless it is to be valued, as real property, for property taxation purposes, when it is affixed to the land via a permanent foundation and the Motor Vehicle Department has deactivated the title.

## ***Did You Know...***

That buyers of manufactured homes sometimes make the mistake of thinking they have complied with the law regarding sale and ownership of a manufactured home when they register it with the Motor Vehicle Department and pay the registration fees. In order for the law to be fully complied with ***they also must report the manufactured home to the County Assessor*** to be valued for property taxation purposes.

## ***Reporting Your Manufactured Home To The County Assessor***

Reporting of the manufactured homes shall be made at the beginning of each year and no later than the last day of February of the tax year in which the property is subject to valuation. Failure to report your manufactured home could subject you to a fine plus back taxes up to ten years.

## ***How Is The Value Determined For A Manufactured Home?***

The valuation method used for determining the value of a manufactured home classified as personal property is the Cost Method using generally accepted appraisal techniques and principles. The valuation method for a manufactured home classified as real property will be in accordance with the applicable provisions of the property tax code for valuing real property.

## ***What Must I Do If I Sell My Manufactured Home?***

This will require a Title transfer through the Motor Vehicle Department. The following must be accomplished in transferring title; payment of taxes resulting in a tax release for the County Treasurer and providing the County Assessor the name, mailing address and physical location of the new owner.

## ***What Must I Do If I Want To Move My Manufactured House?***

If you plan on moving your manufactured home from one location to another, whether it would be to a different location in the County, or State or just across the street in the same Mobile Home Park, several things are required before you can move your home. You must begin by obtaining a tax release and movement sticker from the county. The process involves providing the new physical location as well as the mailing address to the County Assessor and the payment of taxes to the County Treasurer.

## ***What Must I Do If I Want To Re-Finance My Manufactured Home?***

Upon approval of the re-finance from the lender, payment of taxes is required at the County Treasurer. They in turn will issue a tax release, which will then allow the lender to place a lien on the title through the Motor Vehicle Department.