

**NOTICE
MANUFACTURED HOME OWNERS**

TAX RELEASES ARE REQUIRED FOR:

- A. Title Transfer
- B. Movement of Mobile Home
- C. Repossession
- D. Release of Lien
- E. To Change Name On Title
- F. Loan Or Refinancing
- G. Filing For New Mexico Title
- H. Manufactured Home To Be Assessed As A Permanent Foundation

HOW TO GET A TAX RELEASE:

STEP 1.

ASSESSOR'S OFFICE -- To Receive Valuation Form

- A. Bring proof of ownership (Title of Certificate of Registration.)
- B. Location of Manufactured Home (Legal Description)
- C. New owners name as it will appear on the title
- D. New property address & new mailing address
- E. An affidavit of repossession, if appropriate
- F. Full appraisal on Manufactured Home (Only For Permanent Foundation)

STEP 2.

TREASURER'S OFFICE -- Collection of any delinquent taxes and current taxes owed.

- A. Receipts all taxes
- B. Issues tax release
- C. Issues moving permit as per Torrance County Ordinance # 97-1

STEP 3.

MOTOR VEHICLE DEPARTMENT -- Issues New Title,

- A. Certificate Of Registration
- B. And/Or Moving Permit.

NOTE: If you own your manufactured home lot, the tax bill on your manufactured home lot will be separate from your manufactured home tax bill. Both must be paid to avoid the risk of foreclosure on either property or personal property.

FOR MORE INFORMATION, PLEASE CALL THE TORRANCE COUNTY TREASURERS OR ASSESSORS OFFICE.

— COURTESY OF JAMES L HALL TORRANCE COUNTY TREASURER —