

Form Changes

PURPOSE: The purpose of this document is to explain change made to each of the attached forms to include changes suggested by Douglas County. All changes made to each form are highlighted in yellow.

FORM: NOTICE OF SALE/CHANGE OF OWNERSHIP FORM

1. Suggestions from Douglas County:

- ~ The instructions should be page #1 & 2 so they will be read BEFORE someone begins to enter the information.
- ~ Box 2 — Home ID Number - Instructions state to leave the HID area blank if this is an initial filing of a new home. The instructions should clarify that if you are an agent for BCD, the new account number being assigned must be entered upon building the account. For all others, the HID is located on the Ownership Document or on the Status of Manufactured Structure Ownership.
- ~ Box 10 - Seller Name - Instructions should clearly state that the person arranging the sale should be listed in this area, not one of the current owners. This is misleading people into putting one of the owners instead of a dealer, licensed or unlicensed.
- ~ Box 16 - Seller's acknowledgement — Replace 'Owner' with 'Seller' in the fill in boxes (*see example on included Notice of Sale form*). Remove reference to the clerk's office from the instructions and replace with assessor/tax.
- ~ Box 17 - Current Site - Remove reference to the clerk's office from the instructions and replace with assessor/tax.
- ~ Box 21 - Exemption — Possibly only 2 options with the first being 'Ownership to be recorded with the State of Oregon' with a notation behind it that this is the most common and results in the issuance of an ownership document. The second being 'Exempt' and list the multiple reasons with an instruction statement to 'Circle the specific reason for exemption'.
- ~ Box 22 - Security interest holder — Should read, "Enter the full personal or business name of the security interest holder".
- ~ In the 'Buyer's Information' area beginning with Box 25 thru Box 29, replace 'Owner' with 'Buyer' in the fill in boxes and labels along the left (*see example on included Notice of Sale form*).
- ~ Box 26 - Owner entity — A third ownership type should be "Trust" and an appropriate field to carry a lengthy trust name should be included in line 25 entry. It could match that of a business ownership. Trustees may be owners or a designated person or persons to allow for transfer/sale.
- ~ Box 28 - Means of Possession — Should read, "Occasionally individuals may wish to 'secure ownership' in a particular manner. Either as a trustee or lessee or they may wish to pass along a right of survivorship, etc. Should not indicate a means of coming into possession.

- ~ Box 29 - Buyers' acknowledgement - No need for the reference to 'joint tenancy'. Only one check off button on the Lois system for right of survivorship so only one box really should be listed on the application. This can be accomplished in Box 28.
- ~ Miscellaneous: revise form layout. The attached draft is intended to reflect changes suggested by Douglas County, but is revised to put all signatures on the last page.

2. Other proposed changes:

- ~ Add option under nature of filing for Dealer Inventory
- ~ Remove Recreational vehicle as a Dwelling type
- ~ Add option in Box 12 to include Real property
- ~ Add check box in Box 13 for Dealer Holds Interest
- ~ Corrected statute reference to accurately quote ORS 446.626(1), rather than (5)
- ~ Change to Exemption Declaration to include storage as an option and to include the "20 year leasehold" exemption option

FORM: MULTI-PURPOSE CHANGE FORM

1. Suggestions from Douglas County:

- ~ Box 1 — Nature of Filing — I wonder if this form could be used to remove one owner due to death instead of filing out the entire Notice of Sale Form. As well as for placement of a unit into a trust with the current owners as trustees. Boxes could be added for that purpose.

NOTE: These changes were not incorporated since they require approval from a Security Interest Holder. We do not have signature blocks on this form for Security Interest Change forms.

- ~ Box 10 — Current Site Address — Reference to the clerk's office to be removed and replaced with assessor/tax collector.
- ~ Box 12 — New Site Address — There are references to checking the appropriate box. There are no boxes to check in this area.
- ~ Box 14— Exemption — Move the Ownership to be recorded with the State of Oregon (not exempt) we need this line first with an explanation of the ownership document same as the Notice of Sale suggestion. We may want to re-title this area to reflect "Ownership status".
- ~ Box 16 — Owner Entity — An addition of "Trust" the same as suggested for Notice of Sale form. This form could also be used to place the home into a trust rather than fill out the more cumbersome Notice of Sale.

- ~ Box 18 — Means of Possession — Should be means of securing ownership. Same as Notice of Sale/Change of Ownership.
- ~ Box 22 — Owner's Affidavit - No need for the reference to 'joint tenancy'. Only one check off button on the Lois system for right of survivorship so only one box really should be listed on the application. Box 18 takes care of the requirement

2. Other proposed changes:

- ~ Add option under nature of filing for Dealer Inventory
- ~ Remove Recreational vehicle as a Dwelling type
- ~ Add option in Box 12 to include Real property
- ~ Add check box in Box 13 for Dealer Holds Interest
- ~ Corrected statute reference to accurately quote ORS 446.626(1), rather than (5)
- ~ Change to Exemption Declaration to include storage as an option and to include the "20 year leasehold" exemption option

FORM: TRIP PERMIT

- ~ Since movement of a manufactured home does not need to be completed by a licensed transporter, replace the word "licensed" with "qualified" in the first paragraph of the trip permit.
- ~ Remove "Actual (if different)" section from "Home & Site Information" section. This gives the impression that the permit is transferable from one home to another.
- ~ Remove "Transporter License No." from Trip Permit and add "Telephone Number"

FORM: CERTIFICATION OF POSSESSORY LIEN FORECLOSURE

- ~ Add place for entry of Home ID and X-Plate number

FORM: INHERITANCE AFFIDAVIT

- ~ Add place for entry of Home ID and X-Plate number

FORM: AFFIDAVIT TO ESTABLISH OWNERSHIP

- ~ Add place for entry of Home ID and X-Plate number

- ~ Remove “since 1972” from the “Proof of taxes paid” choice under “Documentation Information”.

FORM: SECURITY INTEREST CHANGE

NO SUGGESTED CHANGES

SUGGESTIONS FOR NEW FORMS (currently under consideration):

- ~ Form for processing repossessions
- ~ Bill of Sale