

INSTRUCTIONS

*It is the responsibility of the seller(s) to file this form and all appropriate supporting documents with the **Taxation/Assessment** clerk of the county in which the home is currently located within 30 days. Should the seller fail to file the notice of sale within 30 days, the buyer may complete the filing requirement.*

Filing Information

Box 1. Nature of filing. Indicate whether this sale involves a new home or a used home (i.e., previously owned).

Home Information

Box 2. Home ID. Identification numbers are assigned by the State of Oregon for all manufactured structures for which ownership has been established in the state. If this filing is an initial filing for a new structure, leave this space blank. **If you are an agent for BCD, please enter this number on this form after building the account.** If the home was previously titled by the Oregon Department of Motor Vehicles, you may provide the DMV license plate number (X-plate) **in box 4** instead of the home ID number. **This existing number is located on the Ownership Document or Status of Manufactured Home Ownership.**

Box 3. Dwelling type. Mark the appropriate dwelling type for this home, using the following criteria:

Manufactured dwelling – a structure on a chassis with wheels whose primary use is as a residence.

Recreational vehicle – a habitable structure on wheels that can be pulled on the roadway without a special permit.

Pre-fab housing – a residence on a chassis with wheels that is not a manufactured dwelling (contact Building Codes for clarification).

Park trailer – a habitable structure on a chassis generally requiring a special permit to be moved on the roadway.

Box 4. DMV X-plate number. If ownership of the structure was established with DMV prior to May 2005, an X-plate number was issued. If known, enter the X-plate number. Either the X-plate number or the home ID number must be provided to identify the structure.

Box 5. Manufacturer. The name under which the manufacturer of the structure commonly does business.

Box 6. Manufacture year. The year that the structure was manufactured.

Box 7. Square footage. The square footage of the home's living area. Do not include porch, garage, or other non-living areas.

Box 8. Model. The model name or identification that differentiates this structure from other structures produced and sold by the manufacturer.

Box 9. Dwelling section information. Include the full manufacturer's serial number; HUD label numbers for each section, if available; and the length and width of each section.

Seller Information

Box 10. Seller name. One or more current owners must be identified as the seller of record. The individual(s) named will be the primary contact(s) during the course of the sale **and should be the individual(s) arranging the sale of this structure.**

Box 11. Dealer ID. If the seller is a dealer, enter the dealer's Building Codes Division account number, if known.

Box 12. Sale price includes. Check one or more boxes to indicate that the sales price includes the listed items.

Box 13. Seller address and telephone. Enter the address and telephone number of the owner(s) identified as the seller.

Box 14. Date of sale. Enter the date the home was sold.

Box 15. Sale price. Enter the sale price of the home.

Box 16. Seller's acknowledgement of sale. All current owners are required to acknowledge their legal requirements related to this sale or change. The seller(s) are responsible for completing the new owner and security interest holder information and for obtaining signatures of all parties involved. The sellers must file this form with the **taxation/assessment** clerk of the county in which the home is currently sited along with the ownership document or other proof of ownership, and a copy of the bill of sale. Owners wishing to maintain a security interest in the structure must include themselves as a security interest holder in the buyer section of this form. If the seller is unable to obtain acknowledgment by a holder, seller must submit record showing that acknowledgment by the holder was requested, but the holder has not responded.

Continued on next page

Instructions (continued)

Site Information

- Box 17. Current site address.** Enter the physical address at which the structure is currently located. Include the county. This notice of sale must be filed with the **taxation/assessment** clerk in the designated county. If the structure will not be moved from the current site, check the appropriate box.
- Box 18. Current park name and space number.** If the home is in a manufactured dwelling park, enter the park name and space number.
- Box 19. New site address.** Enter the address at which the home will be sited after the sale. If the home is to be moved into storage or dealer inventory, check the appropriate box. Note that the structure must be relocated to the new address within 30 days or the purchasers must re-file to correctly reflect the current location of the structure.
- Box 20. New park name and space number.** If the home will be located in a manufactured dwelling park after the sale, provide the name of the park and the space number.

Exemption Declaration

Box 21. Exemption. Ownership documents for a manufactured structure must be filed with the State of Oregon unless the purchasers declare that the home is exempt from this requirement for one of the reasons listed. Select only one exemption status. Owners claiming exemption because the structure will be filed as real property in the county real estate records must file in the county in which the home will be sited within 25 days of the date the notice of sale is filed.

Security Interest Holders

After the sale, complete the following fields for each security interest holder. If more than two security interest holders are to be filed, submit the appropriate information on a supplemental sheet.

- Box 22. Security interest holder name.** Enter the **full personal or business** name of the security interest holder.
- Box 23. Business ID number.** If the security interest holder is a BCD system user, provide the system ID number. By providing a business ID, lenders will be better able to manage their lending portfolios.
- Box 24. Mailing address.** Enter the mailing address of the security interest holder. Security interest holder addresses are required to fulfill statutory notification requirements.

Buyer(s) Information

After the sale, each owner must complete the following fields. If there are more than four owners, submit the required information on a supplemental sheet.

- Box 25. Owner name.** Enter the owner's full name. Note that owners have the option of being notified by mail when any change of site, ownership, or security interest is filed. The first individual/entity listed will always be notified; other owners may indicate that they wish to be notified by checking the "Notify" box.
- Box 26. Owner entity.** Owners may be businesses or persons. Check the appropriate box.
- Box 27. Mailing address.** Enter the mailing address of the new owner. If the address is the same as the owner immediately above check the same as above box. The first owner listed must have an address listed; other owners must provide a mailing address if they have indicated they wish to be notified of changes.
- Box 28. Means of possession.** Occasionally an individual or entity may **wish to secure ownership in a particular manner** (e.g., minor or trustee). Check the appropriate box, if applicable.
- Box 29. Buyers' acknowledgement.** All buyers must acknowledge that they have read and that they understand the legal requirements. Buyers are also certifying that the buyer information provided, which will be public record, is true and correct. All buyers must print their names and sign and date the form. Signers must be new owners as listed on Page 2.



Manufactured Structure Notice of Sale/Change of Ownership

Department of Consumer & Business Services
Building Codes Division
bcd.oregon.gov

FILING INFORMATION				
1. Nature of filing (mark one) <input type="checkbox"/> New home <input type="checkbox"/> Used home <input checked="" type="checkbox"/> Dealer Inventory				
HOME INFORMATION				
2. Home ID number (if known)		3. Dwelling type (mark one) <input type="checkbox"/> Manufactured dwelling <input type="checkbox"/> Pre-fab housing <input checked="" type="checkbox"/> Recreational vehicle <input type="checkbox"/> Park trailer		
4. DMV X-plate number (if known)		5. Manufacturer		
6. Manufacture year		7. Square footage	8. Model	
9. Dwelling section information (Complete for all sections of the dwelling; use additional sheets, if necessary.)				
Section	Manufacturer serial number	HUD number	Length	Width
1				
2				
3				
4				
SELLER INFORMATION				
10. Seller name (primary contact)		11. Dealer ID (if seller is dealer)		12. Sale price includes (Mark all that apply.) <input type="checkbox"/> Trade-in <input type="checkbox"/> Setup and siting <input type="checkbox"/> Personal property <input checked="" type="checkbox"/> Real property
13. Seller address & telephone		14. Date of sale		
<input checked="" type="checkbox"/> Dealer Holds Interest		15. Sale price		
SITE INFORMATION				
17. Current site address (Provide legal description if no street address available.) County: <input type="checkbox"/> The structure will not be moved (mark if applicable)			18. Current park name and space number (if any)	
19. New site address (following sale) County: <input type="checkbox"/> This site is a dealer inventory or storage location (mark if applicable)			20. New park name and space number (if any)	
EXEMPTION DECLARATION				
21. Exemption Manufactured structures in Oregon must have an ownership document or be exempt. Check the box that applies. <input type="checkbox"/> Ownership to be recorded with the State of Oregon (not exempt – results in the issuance of an ownership document).				

- Exempt (check the specific reason for exemption):
 - home to be moved out of Oregon.
 - home to be placed on tribal lands.
 - the buyer/owner is the United States government.
 - the buyer/owner certifies that the structure will not be used as a habitable structure, **will be used as storage** or will be destroyed.
 - pursuant to the provisions of ORS 446.626(1)(b), the buyer/owner will, within 25 days of the move or sale, apply to have the manufactured structure recorded in the county deed records.
 - recorded leasehold estate of 20 years or more and the lease specifically permits the owner to record the structure as exempt.**

BUYER(S) INFORMATION			
Owner	25. Buyer name		26. Buyer entity type (mark one) <input type="checkbox"/> Person <input type="checkbox"/> Business <input checked="" type="checkbox"/> Trust
	27. Mailing address		28. Means of possession (mark if applicable) <input type="checkbox"/> Minor <input type="checkbox"/> Conservator <input type="checkbox"/> Trustee <input type="checkbox"/> Right of survivorship <input type="checkbox"/> Executor <input type="checkbox"/> Other (specify) <input type="checkbox"/> Lessee
Owner	25. Buyer name <input type="checkbox"/> Notify		26. Buyer entity type (mark one) <input checked="" type="checkbox"/> Person <input type="checkbox"/> Business <input checked="" type="checkbox"/> Trust
	27. Mailing address		28. Means of possession (mark if applicable) <input type="checkbox"/> Minor <input type="checkbox"/> Conservator <input type="checkbox"/> Trustee <input type="checkbox"/> Right of survivorship <input type="checkbox"/> Executor <input type="checkbox"/> Other (specify) <input type="checkbox"/> Lessee
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NEW SECURITY INTEREST HOLDERS			
Secured party	22. Security interest holder name	23. Business ID number (if known)	
	24. Mailing address		
Secured party	22. Security interest holder name	23. Business ID number (if known)	

24. Mailing address

29. Buyers' acknowledgement of sale

I/We affirm that the information provided herein accurately reflects the ownership, siting, and exemption status of the structure at completion of the sale.

If I/we have declared the structure will become exempt from registration with the State of Oregon because it will be filed in the county deed records, I/we certify that I/we will apply within 25 business days of the move or sale to have the manufactured structure recorded in the county deed records of the county in which the structure is sited (ORS 446.626(5)(b)).

I/We acknowledge that the structure must be located on the site address provided within 30 days, or an updated site address must be filed to reflect the actual location of the structure.

I/We understand that the home cannot be relocated without a trip permit, which may be purchased from the **taxation/assessment** clerk in the county in which the structure is currently located.

I/We understand that the seller is responsible for submitting this notice of sale to the county in which the home is currently located within 30 days after closing of the sale and that all buyers and sellers will be notified by mail when the notice of sale is filed. I/We understand that, should the seller fail to file this notice of sale within 30 days that I/we may complete the filing (ORS 446.641(1)). I/We further understand that each lessor, mortgagee, trust deed beneficiary, lien holder of record, and security interest holder must be listed on this notice, or, if none are listed, the land and manufactured structure must be free and clear of all mortgages, deeds of trust, security interests, and liens.

Buyers' affidavit

Buyer	Buyer name (print) <input type="checkbox"/> Joint tenancy	Buyer signature	Date
Buyer	Buyer name (print) <input type="checkbox"/> Joint tenancy	Buyer signature	Date
Buyer	Buyer name (print) <input type="checkbox"/> Joint tenancy	Buyer signature	Date
Buyer	Buyer name (print) <input type="checkbox"/> Joint tenancy	Buyer signature	Date

16. Owner's acknowledgement of sale

This notice of sale must include the ownership document or other proof of ownership and a copy of the bill of sale (ORS 446.641(3)).

All owners must release their interest in the structure in order to complete this notice of sale. All current owners, including security interest holders, must acknowledge the sale by signing the ownership document or completing the section below. Security interest holders may elect to acknowledge the sale but maintain their security interest until such time as they no longer have an interest in the home.

Owner's affidavit

I/We affirm that I/we are the current owner(s) of this structure and acknowledge that the seller(s) are responsible for submitting notice of sale to the county in which the structure is sited within 30 days of the closing of the sale (ORS 446.641(1)). I/We further certify that each lessor, mortgagee, trust deed beneficiary, lien holder of record, and security interest holder has been listed on this notice, or if none are listed, that the land and manufactured structure are free and clear of all mortgages, deeds of trust, security interests, and liens.

Owner name (print)	Owner signature	Date	<input type="checkbox"/> I release my interest in this structure
Owner/Security holder name (print)	Owner/Security holder signature	Date	<input type="checkbox"/> I release my interest in this structure <input type="checkbox"/> I acknowledge this sale but do not release my interest in the structure
Owner/Security holder name (print)	Owner/Security holder signature	Date	<input type="checkbox"/> I release my interest in this structure <input type="checkbox"/> I acknowledge this sale but do not release my interest in the structure
Owner/Security holder name (print)	Owner/Security holder signature	Date	<input type="checkbox"/> I release my interest in this structure <input type="checkbox"/> I acknowledge this sale but do not release my interest in the structure

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