

Manufactured Structure Multi Purpose Change Form – Douglas County Version

INSTRUCTIONS

Complete the first two sections – **Filing Information** (Box 1) and **Home Information** (Boxes 2-9) for all filings. Individuals may need to complete additional sections, depending on the nature of the filing. When submitting a change of site, exemption status, or ownership, all owners identified in Box 22 must sign.

Filing Information

Box 1. Nature of filing. This is a multi-purpose form; mark the box that reflects the purpose of this filing.

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 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.

Site Information

- Box 10. Current site address.** Enter the physical address at which the structure is currently located. Include the county. This must be filed with the **taxation/assessment** clerk in the designated county.
- Box 11. Current park name and space number.** If the home is in a manufactured dwelling park, enter the park name and space number.
- Box 12. New site address.** Enter the address at which the home will be sited after the move. **If the structure will not be moved from the current site, check the appropriate box.** 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 owner must re-file to correctly reflect the current location of the structure.
- Box 13. New park name and space number.** If the home will be located in a manufactured dwelling park after the move, provide the name of the park and the space number.

Exemption Declaration

- Box 14. 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.

Instructions (continued)

Owner(s) Information

Complete the following fields for each owner. If there are more than four owners, submit the required information on a supplemental sheet.

Box 15. 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 16. Owner entity. Owners may be businesses or persons. Check the appropriate box.

Box 17. 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 18. 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.

Security Interest Holders Information

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 19. Security interest holder name. Enter the full **personal or business** name of the security interest holder.

Box 20. 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 21. Mailing address. Enter the mailing address of the security interest holder. Security interest holder addresses are required to fulfill statutory notification requirements.

Owners' Affidavit

Box 22. Owners' affidavit. All owners must acknowledge that they have read and that they understand the legal requirements. Owners are also certifying that the information provided, which will be public record, is true and correct. All owners must print their names and sign and date the form. By checking the box, owners declare the ownership to be *joint tenancy with rights of survivorship*. Signers must be owners as listed on Page 2.

*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.*



Manufactured Structure Multi-Purpose Change Form

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

This form may be used for changing site status, information update, or requesting an ownership document.

FILING INFORMATION				
1. Nature of filing <i>(mark one)</i>				
<input type="checkbox"/> Change of site	<input type="checkbox"/> Correction or information update	<input type="checkbox"/> Other		
<input type="checkbox"/> Change of exemption status	<input type="checkbox"/> Request for ownership document			
HOME INFORMATION				
2. Home ID number <i>(if known)</i>	3. Dwelling type <i>(mark one)</i>		<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 <i>(if known)</i>	5. Manufacturer			
6. Manufacture year	7. Square footage	8. Model		
9. Dwelling section information <i>(Complete for all sections of the dwelling; use additional sheets, if necessary.)</i>				
Section	Manufacturer serial number	HUD number	Length	Width
1				
2				
3				
4				
SITE INFORMATION				
10. Current site address on record <i>(Provide legal description if no street address available.)</i>			11. Current park name and space number on record <i>(if any)</i>	
County:				
12. New or corrected site address			13. New or corrected park name and space number <i>(if any)</i>	
County:				
EXEMPTION DECLARATION				
14. 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 issuance of an Ownership Document).				

21. Mailing address

OWNERS' AFFIDAVIT

22. Owners' affidavit

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

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 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.

I/We acknowledge that any sections of this ownership document change form left blank are assumed to be unchanged from the information on record.

Buyers' affidavit

Owner

Owner name (*print*)

Joint tenancy

Owner signature

Date

Owner

Owner name (*print*)

Joint tenancy

Owner signature

Date

Owner

Owner name (*print*)

Joint tenancy

Owner signature

Date

Owner

Owner name (*print*)

Joint tenancy

Owner signature

Date