



EUREKA COUNTY PUBLIC WORKS

PO BOX 714 · EUREKA · NEVADA · 89316

PHONE: (775) 237-5372

Conversion to Real Property Checklist:

- 1) Collect packet from Public Works Office/Assessor Office
- 2) Locate (Blue Sticker) on window of home
- 3) \$100 Inspection Fee – Pay at Public Works Office (CHECK ONLY)
*Checks will be deposited upon inspection!
- 4) Inspection – Public Works Water Supervisor
- 5) Fill out packet (Below completed packet should include)

-Affidavit of Conversion to Real Property

-Signature page for (Assessor's Office) to sign off

-County Inspection Form

-Blue Sticker

- 6) Take documentation to – Eureka County Assessor's for signature
- 7) Take (ALL) documentation to Eureka County Recorder's Office – Record Docs (\$37)
- 8) Make a copy of all documentation – **IN CASE DOCS GET LOST IN MAIL**
- 9) Send documentation with a (\$60) check to Nevada Manufacturing Housing Division (Carson City):
-1830 E College Parkway, Suite 200, Carson City, NV 89706
-Phone Number: (775) 687-2240
- 10) You will need to follow up with Nevada Manufacturing Housing Division to make sure they received your documentation/\$60 check to make sure your home has been converted to real property.

APN# _____
(Must match APN# on document to be Recorded)

County of _____

RECORDING COVER PAGE

(Must be Typed or Printed legibly in black ink only.
Do Not Print in 1" margins of this document)

Above Space for Recorder's Use Only

TITLE OF DOCUMENT:

AFFIDAVIT OF CONVERSION TO REAL PROPERTY T10

(Must match Title on document to be Recorded)

Please complete Affirmation Statement below:

I, the undersigned, hereby affirm that this document submitted for recording does not contain any personal information and/or social security number of any person or persons (Per NRS 239B.030)

SIGNATURE

TITLE

PRINT NAME

RECORDING REQUESTED BY:

Name

RETURN TO: Name: _____

Address: _____
Street City State Zip Code

MAIL TAX STATEMENT TO: (Applicable to documents transferring real property)

Name: _____

Address: _____
Street City State Zip Code

Department of Business & Industry
Nevada Housing Division
Form T10: Affidavit of Conversion to Real Property

Applicant Email Address: _____

Applicant Phone Number: _____

Preferred contact method for questions? Mail Phone Email

SECTION 1. STRUCTURE INFORMATION:

Important:

Use the exact information from your current title or a title search from our website when completing the form.

Year: _____ Manufacturer: _____ Model: _____

Serial #: _____ Size: _____

Physical Address of Structure:

Street: _____

City _____ State _____ Zip Code _____

SECTION 2. OWNER/BUYER AND LIENHOLDER INFORMATION FOR STRUCTURE:

Owner/Buyer(s) Names: _____ E-Mail Address: _____

Mailing Address: _____

City _____ State _____ Zip Code _____

Current Lienholder (If Any): _____

Mailing Address: _____

City _____ State _____ Zip Code _____

Assessor Parcel Number (APN): _____

SECTION 3. LEASED REAL PROPERTY (LAND)

*Complete only if Land is **Leased** in accordance with NRS 361.244.1.B*

Land Owner(s): _____ E-Mail Address: _____

Mailing Address: _____

City _____ State _____ Zip Code _____

Current Lienholder (If Any): _____

Mailing Address: _____

City _____ State _____ Zip Code _____

(Do not sign below until in front of a Notary)

SECTION 4. SIGNATURES AND NOTARIZATION

The undersigned, as owner(s)/buyer(s) of the above described manufactured/mobile home and real property (unless leased as indicated in **Section 3.** and financed in accordance with NRS 361.244.1.B), affirm that the running gear has been removed per NRS 361.244, the home has been installed in accordance with all state and local building codes and agree(s) to the conversion of the above described home to real property, understanding that any liens or encumbrances on the unit may become a lien on the land.

Signature of Manufactured Homeowner/Buyer (s)

Signature of Landowner (s) (If Leased)

Print Name

Print Name

Signature of Manufactured Homeowner/Buyer (s)

Print Name

(FOR NOTARY USE ONLY)

State of _____ County _____

State of _____ County _____

Subscribed and sworn to before me,

Subscribed and sworn to before me,

Name of Notary Public

Name of Notary Public

on this ____ day of _____, 20____ by

on this ____ day of _____, 20____ by

Printed name of party appearing before notary

Printed name of party appearing before notary

Notary Public Signature Notary Public Stamp

Notary Public Signature Notary Public Stamp

SECTION 5. AUTHORIZATION BY COUNTY ASSESSOR

County Assessor Signature

Date

Print Name

Personal property taxes must be paid in full for the current year. All documents relating to the manufactured home must be surrendered to the Nevada Housing Division. This conversion is not valid until issuance of a “Real Property Notice” to the assessor’s office. The manufactured house will then be placed on the next succeeding tax roll as real property.

Form T10: Form Instructions

Purpose: Use this form to convert a manufactured home from personal property to real property under NRS 361.244. This is typically required when the structure is permanently affixed to land.

Step 1: Complete the Form

Recording Cover Sheet

- Enter the APN (Assessor's Parcel Number) and County name.
- Complete the Affirmation Statement stating no personal information appears in the document.
- Include names/addresses for: Recording Requester, Return Address and Tax Statement Recipient (if applicable).

Section 1 – Structure Information

- Enter structure details: year, manufacturer, model, serial number, size, and complete address.
- Provide names listed on the current title and lienholders. Write "None" if not applicable.

Section 2 – Owner/Buyer and Lienholder Info

- List name, email, and mailing address for owner(s)
- Include name and mailing address for lienholder (if applicable)
- Include the **Assessor's Parcel Number (APN)** for the real property.

Section 3 – Leased Land (If Applicable)

- If land is leased under NRS 361.244.1.B, provide:
 - Landowner's name, email, and mailing address.
 - Any lienholder's contact info.

Section 4 – Signatures and Notarization

- Must be signed in front of a Notary by Homeowner/Buyer, Landowner (if different), Lienholder (if applicable).

Section 5 – County Assessor Authorization (Required)

- Assessor will sign and date. Conversion is not valid until a "Real Property Notice" is issued to the Assessor.

Step 2: Submit the Form With Proof of Payment

Once signed, notarized, and recorded with the County Recorder, submit the final version to:

Email (Preferred): submissions@housing.nv.gov

Mail:

Nevada Housing Division
Attn: Title Processing
1830 E. College Parkway, Suite 200
Carson City, NV 89706

Chapter 15.08

MOBILE HOMES

Sections:

- 15.08.010 Applicability.
- 15.08.020 Density.
- 15.08.030 Minimum setback.
- 15.08.040 Recreational vehicles as dwelling units.
- 15.08.050 Recreational vehicle storage.
- 15.08.060 Installation permit--Generally.
- 15.08.070 Permanent installation permit.
- 15.08.080 Temporary installation permit.
- 15.08.090 Permit required for utility connection.
- 15.08.100 Permit fee.
- 15.08.110 Grievance and variances.
- 15.08.120 Existing structures.
- 15.08.130 Violation--Penalty.
- 15.03.140 Conversion of a mobile home to real property.
- 15.08.150 Conversion of a mobile home from real property to personal property.

15.08.010 Applicability. For dwellings located outside mobile home and RV parks, the regulations set out in this chapter shall apply. (Ord. 11687 (part), 1987)

15.08.020 Density. Dwelling structures shall be placed at a density no greater than one per parcel, if the parcel is not greater than one acre. (Ord. 11687 §1, 1987)

15.08.030 Minimum setback. Minimum setback from all structures shall be seven and one-half feet from the dripline to the property line of the adjoining property. (Ord. 11687 §2, 1987)

15.08.040 Recreational vehicles as dwelling units. RV's smaller than three hundred twenty square feet shall not be placed on lots as dwelling units for a period that exceeds thirty days unless made permanent. (Ord. 11687 §3, 1987)

15.08.050 Recreational vehicle storage. Nothing herein shall be deemed to prohibit the storage of a recreational vehicle. Any vehicle hooked to a sewer system must have a permit. (Ord. 11687 §4, 1987)

15.08.120 Existing structures. This chapter shall not affect any existing structure, but any replacement structure must fully comply with this chapter. (Ord. 11687 §11, 1987)

15.08.130 Violation--Penalty. A. A violation of this chapter shall be treated as a misdemeanor, and the minimum fine for a violation of this chapter shall be five hundred dollars.

B. After a period of thirty days if the violation has not been removed it shall be treated as a subsequent offense. (Ord. 050699C (part), 1999: Ord. 11687 §§8, 9, 1987)

15.08.140 Conversion of a mobile home to real property. A. According to Nevada Revised Statutes 361.244: Classification of mobile homes and factory-built housing as real property.

1. A mobile home is eligible to become real property if the running gear is removed and it becomes, on or after July 1, 1979, permanently affixed to land which is owned by the owner of the mobile home.

2. A mobile home becomes real property when the assessor of the county in which the mobile home is located has placed it on the tax roll as real property. The assessor shall not place a mobile home on the tax roll until:

a. He has received verification from the manufactured housing division of the department of business and industry that there is no security interest in the mobile home or the holders of security interests have agreed in writing to the conversion of the mobile home to real property and he has received a "real property notice";

b. The unsecured personal property tax has been paid in full for the current fiscal year;

c. An affidavit of conversion of the mobile home from personal to real property has been recorded in the county recorder's office of the county in which the mobile home is located; and

d. The dealer or owner has delivered to the division a copy of the recorded affidavit of conversion and all documents relating to the mobile home in its former condition as personal property.

3. A mobile home which is converted to real property pursuant to this section shall be deemed to be a fixture and an improvement to the real property to which it is affixed.

4. Factory-built housing, as defined in Nevada Revised Statutes 461.080, constitutes real property if it becomes, on or after July 1, 1979, permanently affixed to land which is owned by the owner of the factory-built housing.

5. For the purposes of this section, "land which is owned" includes land for which the owner has a possessory interest resulting from a life estate, lease or contract for sale.

B. A request for inspection to convert a mobile home to real property must be submitted to the public works department the name, phone number and mailing address of the owner of the mobile home, as well as the address of the mobile home. An inspection fee of one hundred dollars must be paid (prior to or after the completion of inspection) to the public works department. This fee may be changed from time to time by resolution of the Eureka County commission.

All inspections of mobile home conversion will be made by the public works department, and the following must be present:

1. All mobile homes shall be set up as required by Nevada Revised Statutes 489 and shall have a current State of Nevada inspection certificate for that location.

2. All installations to be converted to real property shall have continuous poured in place footings under each support frame. Footings shall be a minimum sixteen inches by six inches with two No. 4 rebar in each footing, running continuous.

3. Tie-downs shall all be placed in the outside footings ten feet o.c. maximum, and twenty-four inches from the ends of all footing.

4. On existing mobile homes where poured-in-place runners exist, approved drive-in anchors may be allowed. The maximum distance between drive-in anchors shall be six feet o.c.

5. Perimeter enclosure must be constructed of concrete or concrete block, with a minimum width of four inches.

6. All perimeter concrete placed shall extend a minimum of thirty-six inches below grade where subject to freezing and thawing conditions.

7. Two access holes must be provided, minimum eighteen inches by twenty-four inches or larger.

8. Crawl space must be provided with adequate ventilation.

9. All wheels, axles, and tongues must be removed.

10. Upon approval from the public works department, alternate systems may be allowed. Minimum standards as set forth above must be met. Engineering and/or other supporting facts shall be supplied to the public works department.

All design and construction must incorporate good engineering standards and construction practices and shall not void the mobile home manufacturer's requirements.

When all the above requirements have been met, contact the Eureka County Assessor's Office, P.O. Box 88, Eureka, Nevada, 89316 or (775) 237-5270, to complete the conversion requirements. (Ord. 050699 (part), 1999)

REQUEST FOR INSPECTION TO CONVERT MOBILE/MANUFACTURED HOME TO REAL PROPERTY

Name _____ Phone _____
Mobile Home
Address _____
Mailing
Address _____

\$100.00 INSPECTION FEE

ALL INSPECTIONS OF MOBILE HOME CONVERSION WILL BE MADE BY THE EUREKA COUNTY PUBLIC WORKS DEPARTMENT, AND THE FOLLOWING MUST BE PRESENT:

1. The mobile home shall be set up as required by N.R.S. 489 and shall have a current State of Nevada inspection certificate for that location.
2. All installations to be converted to real property shall have continuous poured-in-place footings under each support frame. Footings shall be a minimum sixteen inches (16") x six inches (6") with two (2) #4 rebar in each footing, running continuous.
3. Tie-downs shall be placed in the outside footings ten feet (10') on center maximum, and twenty-four inches (24") from the ends of all footings.
4. On existing mobile homes where poured-in-place runners exist, approved drive-in anchors may be allowed. The maximum distance between drive-in anchors shall be six feet (6') on center.
5. Perimeter enclosure must be constructed of concrete or concrete block, with a minimum width of four inches (4").
6. All perimeter concrete placed shall extend a minimum of thirty-six inches (36") below grade where subject to freezing and thawing conditions.
7. Two access holes must be provided, minimum eighteen inches (18") x twenty-four inches (24") or larger.
8. Crawl space must be provided with adequate ventilation.
9. All wheels, axles, and tongues must be removed.
10. Minimum standards as set forth above must be met. Engineering and/or other supporting facts shall be supplied to the Public Works Department.

All design and construction must incorporate good engineering standards and construction practices and shall not void the mobile home manufacturer's requirements.

When all the above requirements have been met, contact the Eureka County Assessor's Office, 20 South Main St., P.O. Box 88, Eureka, Nevada, 89316 or call (775) 237-5270, to complete conversion requirements.

Public Works Inspector
Signature _____

Date _____

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