



## **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)

Department of Business and Industry  
Nevada Housing Division  
Manufactured Housing

Affidavit of Conversion  
to Real Property (TL-110)

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 TL-110**  
(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 AND INDUSTRY  
NEVADA HOUSING DIVISION – MANUFACTURED HOUSING**  
1830 E. College Pkwy, #120, Carson City, Nevada 89706; Phone: 775-684-2940  
3300 W. Sahara Ave. #320, Las Vegas, Nevada 89102; Phone: 702-486-4135  
Website: [housing.nv.gov](http://housing.nv.gov) / Email: [titles@housing.nv.gov](mailto:titles@housing.nv.gov)

**AFFIDAVIT OF CONVERSION TO REAL PROPERTY (TL-110)**

Applicant Email Address (required): \_\_\_\_\_ / \_\_\_\_\_

Applicant Phone Number (required): \_\_\_\_\_ / \_\_\_\_\_

**SECTION 1. DESCRIPTION OF THE STRUCTURE (Personal Property)**

Year: \_\_\_\_\_ Manufacturer: \_\_\_\_\_ Model: \_\_\_\_\_

Serial # \_\_\_\_\_ Size: \_\_\_\_\_

Manufacturer's Certificate of Origin #: \_\_\_\_\_ (If available) Insignia No.: \_\_\_\_\_ (If available)

Physical Location: \_\_\_\_\_  
Street City State Zip Code

**SECTION 2. DESCRIPTION OF REAL PROPERTY (Land)**

Assessor Parcel Number (APN): \_\_\_\_\_

Legal Description: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**SECTION 3. PERSONAL PROPERTY (Manufactured Home)**

Owner/Buyer(s): \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

[Land Must be owned by Owner of the Manufactured Home unless land is leased per NRS 361.244.1.B]

Mailing Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_,

Current Lienholder (If Any): \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_,

Assessor's Office Manufactured Home Account# \_\_\_\_\_ (Assessor's Office)

**SECTION 4. LEASED REAL PROPERTY (LAND) (If Real Property Land is Leased in accordance with NRS 361.244.1.B)**

Land Owner(s): \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_,

Current Lienholder (If Any): \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_,

**SECTION 5. ENFORCEMENT AGENCY ISSUING PERMIT & CERTIFICATE OF OCCUPANCY (If Applicable)**

Enforcement Agency: \_\_\_\_\_ Agency Official Name: \_\_\_\_\_

Agency Official's Email: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Building Permit No.: \_\_\_\_\_ (If Applicable) **Permanent Foundation System Installation**

Installation Seal No.: \_\_\_\_\_ Agency Official Signature: \_\_\_\_\_



[This document is evidence that the indicated Enforcement Agency has issued a Certificate of Occupancy for installation of the Permanent Foundation System for the unit upon the real property, both as described herein, as of the date of recording by the County Recorder. When recorded, this document (Form TL-110) shall be submitted to the Nevada Housing Division].

**SECTION 6. DEALER INFORMATION** (If a Dealer was involved in the sale of the manufactured home)

Dealer Name: \_\_\_\_\_ Dealer License No.: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_,

Note: A Copy of the Dealer Report of Sale (DRS) may be attached to this TL-110 Form

**SECTION 7. SIGNATURES AND NOTARIZATION** (Do not sign until in front of a Notary)

The undersigned, as owner(s)/buyer(s) of the above described manufactured/mobile home and real property (unless leased as indicated in **Section 4.** 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.

I, the undersigned, hereby affirm that this document submitted for recording does not contain any personal information

\_\_\_\_\_  
Signature of Manufactured Homeowner/Buyer (s)

\_\_\_\_\_  
Signature of Manufactured Homeowner/Buyer (s)

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature of Landowner (s) (If Leased)

\_\_\_\_\_  
Signature of Landowner (s) (If Leased)

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature of Lienholder (s) (If Any)

\_\_\_\_\_  
Signature of Lienholder (s) (If Any)

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Print Name

**(FOR NOTARY USE ONLY)**

State of \_\_\_\_\_ County \_\_\_\_\_  
Subscribed and sworn to before me,

State of \_\_\_\_\_ County \_\_\_\_\_  
Subscribed and sworn to before me,

\_\_\_\_\_  
(Name of Notary Public)

\_\_\_\_\_  
(Name of Notary Public)

on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

by \_\_\_\_\_

by \_\_\_\_\_

\_\_\_\_\_  
(Printed name of party appearing before Notary)

\_\_\_\_\_  
(Printed name of party appearing before Notary)

\_\_\_\_\_  
Notary Public Signature

\_\_\_\_\_  
Notary Stamp or Seal

\_\_\_\_\_  
Notary Public Signature

\_\_\_\_\_  
Notary Stamp or Seal

**SECTION 8. AUTHORIZATION BY COUNTY ASSESSOR [NRS 361.244]**

\_\_\_\_\_  
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.

**When Recorded Mail To:** \_\_\_\_\_

Street

City

State

Zip

**Distribution:**   **ORIGINAL** to Nevada Housing Division  
                      **COPY** to Lien holder or Owner/Buyer  
                      **E-MAIL** to Lien holder, Owner/Buyer and Landowner



## INSTRUCTIONS

The Division requires both an **E-Mail Address** and a **Phone Number** to contact you in case corrections are needed on the paperwork submitted to the Division. If you do not have both an email and phone number, You **MUST** provide one or the other.

### SECTION 1. DESCRIPTION OF THE STRUCTURE (Personal Property)

- The information required for part one (YEAR, MAKE, MODEL, SERIAL #, and SIZE) can be found on our website: <https://nvmhdprod.glsuite.us/GLSuiteWeb/Clients/NVMHD/Private/TitleSearch/TitleSearch.aspx>

Title records can be found by structure **Serial Number**, **Owner Name** or **Owner Address**. (**Serial Number is Best Method**.)

- Manufacturer Certificate of Origin (If Available) (**Required for a New Home**)
- Insignia (If Available)
- Physical Location: Please provide full Address of the home where it is physically located (Street, City, State, Zip Code)

### SECTION 2. DESCRIPTION OF REAL PROPERTY (Land)

- Obtain the Assessor Parcel Number (APN#) for the land on which the manufactured home is located.
- This can be found on the County Assessor's website or by contacting the Assessor's office.
- The APN# can also be found on the **Deed** to the land or on the **Tax Bill** from the Assessor.

### SECTION 3. PERSONAL PROPERTY (Manufactured Home)

- Provide the registered **Owner Name** (use the Title Search Link below) and **Owner's E-Mail**: <https://nvmhdprod.glsuite.us/GLSuiteWeb/Clients/NVMHD/Private/TitleSearch/TitleSearch.aspx>
  - Provide current lienholder (if any) **Name** and **Address**. This can also be found on the Title Search Link
- Note: If there is an existing lienholder shown on title, the lienholder must sign the form.

### SECTION 4. LEASED REAL PROPERTY (Land) (If Real Property Land is **Leased** in accordance with NRS 361.244.1.B)

- Provide **Name** of the **Landowner** (if land is leased) and **Landowner's E-Mail**
- Provide **Mailing Address** of **Landowner** including **Street** number and name, **City**, **State** and **Zip Code**
- Provide **Name** of **Lienholder** (If Any)
- Provide **Mailing Address** of **Lienholder** including **Street** number and name, **City**, **State** and **Zip Code**

### SECTION 5. ENFORCEMENT AGENCY ISSUING PERMIT & CERTIFICATE OF OCCUPANCY

The **Enforcement Agency** is generally the local government jurisdiction's **Building Department**

- Provide **Name** of the **Government Agency Department** (e.g. County Building Dept.)
- Provide the **Name** of the **Government Agency Department Official** (e.g. Building Official)
- Provide **E-Mail Address** and **Phone Number** of **Government Agency Department Official** or **Department**.
- Provide the **Building Permit Number** for **Permanent Foundation System Installation**, (if applicable) **OR** a Certificate of Occupancy Number, (if applicable).

### SECTION 6. DEALER INFORMATION

- Provide **Name & E-Mail** of Nevada Licensed Manufactured Home **Dealer** (If a Dealer was involved in the sale of the home)
- Provide the **Dealer's Nevada License Number** (This will be located on the Dealer Report of Sale – **DRS**)
- Provide a Copy of the **Dealer Report of Sale (DRS)** Optional
- Provide the **Mailing Address** of the Nevada Licensed Manufactured Home **Dealer** (Also located on the **DRS**)

### SECTION 7. SIGNATURES AND NOTARIZATION (Do not sign until in front of a Notary)

- The Manufactured Homeowner/Buyer Must sign in front of a Notary
- The Landowner, if different than the Manufactured Homeowner, must sign in front of a Notary
- The Lienholder, if there is a Lien on the Manufactured Home, must sign in front of a Notary

Note: The Manufactured Home and the Land Must be owned by the same person unless the Land is being Leased to the Owner of the manufactured home in which case the Landowner Must approve of the Conversion to Real Property. Also, if there is a Lienholder on either the manufactured home or the land, then the Lienholder must also approve of the Conversion to Real Property.

### SECTION 8. AUTHORIZATION BY COUNTY ASSESSOR

- The County Assessor is verifying compliance with **NRS 361.244** including verification of Parcel Number, Ownership of the Manufactured Home (Personal Property), Ownership of the Land (Real Property) and that Personal Property Tax has been Paid-in-Full. (See attached NRS 361.244)
- When Recorded Mail To: Provide full address unless clearly indicated in another section of the form by Recorder's Office



## **NRS 361.244**

### **NRS 361.244 Classification of mobile or manufactured homes and factory-built housing as real property.**

1. A mobile or manufactured home is eligible to become real property if it becomes permanently affixed to land which is:

(a) Owned by the owner of the mobile or manufactured home; or

(b) Leased by the owner of the mobile or manufactured home if the home is being financed in accordance with the guidelines of the Federal Home Loan Mortgage Corporation, the Federal National Mortgage Association, the United States Department of Agriculture, or any other entity that requires as part of its financing program restrictions on ownership and actions affecting title and possession similar to those required by the Federal Home Loan Mortgage Corporation, the Federal National Mortgage Association and the United States Department of Agriculture.

2. A mobile or manufactured home becomes real property when the assessor of the county in which the mobile or manufactured home is located has placed it on the tax roll as real property. Except as otherwise provided in subsection 5, the assessor shall not place a mobile or manufactured home on the tax roll until:

(a) The assessor has received verification from the Housing Division of the Department of Business and Industry that the mobile or manufactured home has been converted to real property.

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

(c) An affidavit of conversion of the mobile or manufactured home from personal to real property has been recorded in the county recorder's office of the county in which the mobile or manufactured 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 or manufactured home in its former condition as personal property.

3. A mobile or manufactured 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 NRS 461.080, constitutes real property if it becomes, on or after July 1, 1979, permanently affixed to land which is:

(a) Owned by the owner of the factory-built housing; or

(b) Leased by the owner of the factory-built housing if the factory-built housing is being financed in accordance with the guidelines of the Federal Home Loan Mortgage Corporation, the Federal National Mortgage Association, the United States Department of Agriculture, or any other entity that requires as part of its financing program restrictions on ownership and actions affecting title and possession similar to those required by the Federal Home Loan Mortgage Corporation, the Federal National Mortgage Association and the United States Department of Agriculture.

5. The assessor of the county in which a manufactured home is located shall, without regard to the conditions set forth in subsection 2, place the manufactured home on the tax roll as real property if, on or after July 1, 2001, the manufactured home is permanently affixed to a residential lot pursuant to an ordinance required by NRS 278.02095.

6. The provisions of subsection 5 do not apply to a manufactured home located in:

(a) An area designated by local ordinance for the placement of a manufactured home without conversion to real property.

(b) A mobile home park; or

(c) Any other area to which the provisions of NRS 278.02095 do not apply.

7. 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.

(Added to NRS by 1979, 823; A 1981, 1857; 1983, 191; 1987, 815; 1989, 170; 1993, 1184, 1575; 1995, 579; 1997, 1572; 1999, 3466; 2001, 1118, 1548; 2003, 21, 584; 2017, 3618)



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 \_\_\_\_\_

Chapter 15.08.140 05/06/99

eucomh/rp