

# Guidelines for Registration of a Manufactured Home/Mobilehome on Yearly Registration Renewal Fee and Tax Waiver Program

Effective January 1, 2017 through December 31, 2019, owners of manufactured homes and mobilehomes who are currently not the registered owner(s) in the Department of Housing and Community Development's (HCD) records are eligible to apply to register their homes with HCD and obtain waivers from certain fees and back taxes.

These guidelines are specifically for unregistered homes that have an HCD decal number that begins with the letter "A" and are subject to in lieu taxation (ILT).

In order to apply for the fee and tax waiver and to register the home, the person asserting an ownership interest (the applicant) shall file an application to register as the new owner, pay any required fees, and submit the following:

- Documentation demonstrating chain of ownership, which includes the following:
  - An authentic HCD Certificate of Title (not a copy) signed by all owners (Registered Owner or Legal Owner) printed on the title. The applicant shall complete the "New Owner Information" area and sign where appropriate.
  - If the original last-issued HCD Certificate of Title is unavailable, an [Application for Duplicate Certificate of Title Form \(HCD RT 480.4\)](#) can be completed, with releasing signatures from all owners (Registered Owner or Legal Owner) on record with HCD. The applicant shall complete the "New Owner Information" area and sign where appropriate.
  - Use of the bond process: if the applicant is unable to obtain the release from the registered owner(s), legal owner(s) or junior lienholder(s), which is not a financial institution, the applicant must comply with the information and instructions in form [HCD RT 480.0 — Bond Requirements](#) and submit the required form [HCD RT 476.6I — Statement of Facts - Bond](#).
- The authentic registered owner's Registration Card (not a copy) or, if unavailable, an [Application for Duplicate Registration Card Form \(HCD RT 481.2\)](#) completed.
- [Multi-Purpose Transfer Form \(HCD RT 476.6G\)](#) with appropriate sections completed and signed by the applicant(s).
- [HCD RT 476.4](#)— Certification of Retail Value and Purchase Price completed by the applicant. Page 2 of this form may be submitted to HCD to obtain the retail value. Use Tax will be paid on the lesser of the retail value of the home or purchase price.
- Required Fees:
  - \$10 – Mobilehome Recovery Fund Fee due with a transfer of title for a sale of a manufactured home
  - \$35 – Transfer fee due with a transfer of title
  - \*Variable – Use Tax calculated using Form HCD RT 476.4 based off of the retail value or purchase price of the sale.
  - \*Variable – Use Tax Penalty calculated by taking 10% from the original Use Tax amount
  - \$25 – Duplicate Certificate of Title fee due if the required Certificate of Title is not submitted
  - \$25 – Duplicate Registration Card fee due if the required Registration Card is not submitted
  - \$25 – Informal Title Search fee due if the required Certificate of Title is not submitted and Applicant requires information about the home or owners on record

**IMPORTANT:** The fees listed above are required for this program; For more information or questions regarding these fees or fees not pertaining to this program, please call 800-952-8356 or email [587questions@hcd.ca.gov](mailto:587questions@hcd.ca.gov).

Registration Renewal Due Date: \_\_\_\_\_ Expiration Date: \_\_\_\_\_  
(Month, Day)

Amount due with waiver: \_\_\_\_\_ Renewal years waived \_\_\_\_\_

Amount due without waiver: \_\_\_\_\_

THE TAX AND FEE WAIVER PROGRAM IS A VOLUNTARY PROGRAM AND COMPLETION OF THIS FORM IS VOLUNTARY; IF USED TO APPLY FOR REGISTRATION WITH FEE AND TAX WAIVER, ALL SECTIONS LISTED BELOW MUST BE COMPLETED.

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**SECTION I. DESCRIPTION OF MOBILEHOME/MANUFACTURED HOME**

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Decal (License) Number(s): \_\_\_\_\_ Trade Name: \_\_\_\_\_

Serial Number(s): \_\_\_\_\_

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**SECTION II. NEW OWNER (APPLICANT) INFORMATION AND REQUEST**

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I/We am/are applying for the fee and tax waiver for the above-described manufactured home/mobilehome in order to receive a waiver from the outstanding annual registration renewals assessed by the Department of Housing and Community Development pursuant to Health and Safety Code Section 18116.1(d).

In addition to this application, I/we am/are providing the required documentation as specified in this form that describes or demonstrates: 1) how ownership was obtained; and 2) shows the date of acquisition of ownership interest pursuant to Section 18100.5 or 18102.5.

I/We, to the best of my/our knowledge, have not previously filed for registration/conditional registration with fee and tax waiver under this program.

I/We agree to pay any charges required by law or regulations that are assessed by the Department for the period between the time I/we took ownership interest or December 31, 2015, whichever is later, and the time I/we have applied for the fee and tax waiver.

New Owner (Applicant) Name(s): \_\_\_\_\_

Phone Number \_\_\_\_\_ Email Address \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Situs (Location) Address: \_\_\_\_\_

Date of Sale/Transfer: \_\_\_\_\_ Purchase Price: \_\_\_\_\_

To the best of my knowledge, the information I have provided in this document is true and correct:

Applicant Initial(s): \_\_\_\_\_ Date: \_\_\_\_\_

A **CHECK** or **MONEY ORDER** made payable to **HCD** must include the **DECAL NUMBER** if mailed in.

Please mail to: HCD  
P.O. Box 777  
Sacramento, CA 95812-0777

If your application is deficient in fees, information, and/or documents, it will be returned to you with instructions on how to complete your transaction.

If you have any questions regarding the above requirements or forms, please call 1-800-952-8356 for assistance or email [587questions@hcd.ca.gov](mailto:587questions@hcd.ca.gov).