

DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT**DIVISION OF CODES AND STANDARDS****Registration and Titling Program Headquarters**

P.O. Box 2111

Sacramento, CA 95812-2111

(916) 323-9224 or 1-800-952-8356

California Relay Service For Hearing-Impaired

From TDD Phones 1-800- 735-2929

From Voice Phones: 1-800-735-2922



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Remove a Deceased Co-Owner's Name for a Home on Yearly Registration Renewal with HCD Certificate of Title

Important: Please return this letter with the items requested below to the above address

The following are instructions on how to remove a deceased co-owner's name from the ownership record of a manufactured home or mobilehome when all of the following apply:

- 1) The home is titled with HCD.
- 2) The home is subject to yearly registration renewal, also known as in-lieu taxation (ILT) and bears an HCD decal number that begins with the letter "A."

In order to remove a deceased co-owner's name from the ownership of a home meeting the above criteria, the following documents and fees must be submitted to the address shown below.

- 1) The original HCD Certificate of Title signed off by the surviving owner(s) and any lender printed on the title. The surviving owner(s) should complete the "New Owner Information" area and sign where appropriate. If the original title has been lost, an [Application for Duplicate Certificate of Title \(HCD 480.4\)](#) can be completed and submitted with a \$25 duplicate fee.
- 2) Signature of party authorized to release interest on behalf of the deceased must be provided in the following format: "(decedent's name) by (authorized party's signature)". Evidence of authority to act on the decedents behalf must be **ONE** of the following items:
 - a. [Certificate of Transfer Without Probate \(HCD 475.2\)](#) completed and signed by the heir or heirs pursuant to Section 6401 and 6402 of the Probate Code.
 - b. A photocopy of a certified copy of Letters Testamentary appointing the Executor for the estate of the deceased.
 - c. A photocopy of a certified copy of Letters of Administration appointing the Administrator for the estate of the deceased.
- 3) A photocopy of a certified copy of the decedent's Death Certificate.

- 4) The original last issued registered owner's Registration Card or, if lost, an [Application for Duplicate Registration Card \(HCD 481.2\)](#) completed and submitted with a \$25 duplicate fee.
- 5) Transfer Fee \$35
 Lien Registration Fee \$25 (due if, adding, changing or deleting lender)
 Duplicate Title Fee \$25 (due if duplicate submitted)
 Duplicate Registration Card Fee \$25 (due if duplicate submitted)
 Renewal Fees *

*Renewal fees are due if current registration will expire within 60 days. If the registration is delinquent, renewal fees and penalties are due. If you do not know the amount due, you may click on [Mobilehome Registration Renewal](#) to determine the amount due. If you own the land on which the mobilehome is located, the Park Purchase Fund Fee is not due. To establish an exemption from payment of this fee, complete the "Park Purchase Fee Exemption" portion on the [Multi-Purpose Transfer Form \(HCD 476.6G\)](#).

Make **CHECK OR MONEY ORDER** payable to **HCD** and show the **DECAL NUMBER**

Please mail to: HCD
 P.O. Box 2111
 Sacramento, CA 95812-2111

If after a review of your application additional fees and or documents are required, your application will be returned to you with further instructions for completing your transaction.

If you have any questions regarding the above requirements or forms, please call 1-800-952-8356 for assistance.

For office locations, please click here [DISTRICT OFFICES](#).

For clarification of some of the terminology, please click here [DEFINITIONS](#).