

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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Private Party Sale for a Home on Local Property Tax 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 transfer ownership of a manufactured home or mobilehome sold by someone other than a licensed California dealer when all of the following apply:

- 1) The home is titled with HCD.
- 2) The home is subject to local property taxation (LPT) and bears an HCD decal number that begins with the letter "L."

In order to transfer 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 all owners printed on the title. The new owners 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 Form \(HCD 480.4\)](#) can be completed and submitted with a \$25 duplicate fee.
- 2) The original last issued registered owner's Registration Card or, if lost, an [Application for Duplicate Registration Card Form \(HCD 481.2\)](#) completed and submitted with a \$25 duplicate fee.
- 3) A valid original Tax Clearance Certificate (not your tax bill) issued by the County Tax Collector where the mobilehome is located. On this form the new buyers should be shown as the Applicant.
- 4) [Multi-Purpose Transfer Form \(HCD 476.6G\)](#) completed in appropriate sections and signed by all new buyers.
- 5)

Transfer fee	\$35
Mobilehome Recovery Fund Fee (MRF)	\$10 (for each sale after 01/01/2008)
Registration Fee	\$23 per section
Park Purchase Fee	\$ 5 per section (not due if buyer owns the land)
Lien Registration Fee	\$25 (due if, adding, changing or deleting a lender)
Duplicate Title Fee	\$25 (due if duplicate submitted)
Duplicate Registration Card Fee	\$25 (due if duplicate submitted)

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

Basic transfer requirements and fees must be postmarked and/or received by HCD within 20 calendar days from the date of sale to avoid transfer penalties.

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](#).