

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

P.O. Box 2111, Sacramento, CA 95812-2111

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

FAX (916) 263-5405

California Relay Service for Hearing-Impaired

From TDD Phones: 1-800-735-2929

From Voice Phones: 1-800-735-2922

[www.hcd.ca.gov](http://www.hcd.ca.gov)

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## Private Party Sale for a Commercial Modular 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 transfer ownership of a commercial modular sold by someone other than a licensed California dealer when all of the following apply:

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

In order to transfer ownership of a commercial modular meeting the above criteria, the following documents and fees must be submitted to the address shown above:

- 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 \(form HCD RT 480.4\)](#) 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) [Statement of Purchase Price for Commercial Modular \(form HCD 479.7\)](#) completed and signed by the buyers. Compute Use Tax and pay that amount in addition to any other fees required. Use Tax is due unless evidence of an exemption can be presented. Exemption evidence can be presented using a form BOE 111 from the Board of Equalization or the [Statement of Facts – Use Tax Exemption \(form HCD 476.7\)](#) completed and signed by the buyers.

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|---------------------------------|---|
| 4) Transfer Fee                 | \$35  |
| Transfer Fee Penalty            | \$25 (due if postmarked 20 days after date of sale) |
| 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)                   |
| Use Tax Fee                     | *   |

Use Tax Fee Penalty  
Renewal Fees

\* (due if postmarked 20 days after date of sale)  
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\*Use Tax is based on the purchase price and the sales tax rate of the city the commercial modular is located in.

\*\*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 [Registration Renewal](#) to determine the amount due.

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](#).