

STATE OF CALIFORNIA  
 BUSINESS, CONSUMER SERVICES AND HOUSING AGENCY  
 DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT  
 DIVISION OF CODES AND STANDARDS  
 REGISTRATION AND TITLING PROGRAM



**CERTIFICATION OF RETAIL VALUE AND PURCHASE PRICE**

(Please read instructions on the reverse side of this form)

**SECTION I. BUYER IDENTIFICATION**

Name(s): \_\_\_\_\_  
Last First Middle

Mailing Address: \_\_\_\_\_  
Street Address or P.O. Box City State Zip

Location (Situs) Address: \_\_\_\_\_  
Street Address City State Zip

**SECTION II. MANUFACTURED HOME OR MOBILEHOME DESCRIPTION**

Manufacturer Name:	Trade Name:	Model Name or #:	
Date of Manufacture (DOM):		If DOM Unknown, Enter Date First Sold (DFS):	
Decal (License) Number(s)	Manufacturer Serial Number(s)	Exclude Hitch and Roof Overhang	
		Width (Feet)	Length (Feet)
POPOUT EXPANDO ROLLAWAY	If a single section is expandable, the dimensions of the expanded portion(s) must be measured separately and reported here.	>	
		>	

**SECTION III. SALE PRICE AND VALUE STATEMENT**

1. The manufactured home or mobilehome was purchased on (month/day/year): .....	
2. The actual sales price (total contract price) is: .....	\$
3. The retail value as obtained from the value guide is: .....	\$
I/We obtained this retail value from (check appropriate box):	
<input type="checkbox"/> Kelley Blue Book <input type="checkbox"/> National Automobile Dealers Assoc. Appraisal Guide (NADA) <input type="checkbox"/> A Retail Value Statement from HCD (Appearing on the reverse side of this form)	
4. State/Local use tax computed on the retail value or actual sales price is: ..... (See <b>SECTION V. INSTRUCTIONS</b> on the reverse side of this form.)	\$
5. State/Local use tax was computed from (check appropriate box):	
<input type="checkbox"/> Actual sales price as shown in items #2 above <input type="checkbox"/> Retail value as shown in items #3 above.	

**SECTION IV. CERTIFICATION**

I/We certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Executed on \_\_\_\_\_ at \_\_\_\_\_  
Date City State

Buyer Signature(s): \_\_\_\_\_

Buyer Signature(s): \_\_\_\_\_

**Note: This certificate will be reviewed by the State Board of Equalization and the facts submitted herein may be subject to verification.**

**SECTION V. INSTRUCTIONS**

**PLEASE READ INSTRUCTIONS COMPLETELY BEFORE COMPUTING USE TAX**

1. To request a retail value quote from HCD, complete SECTION VI, mail this form to HCD, P.O. Box 2111, Sacramento, CA 95812-2111, fax to (916) 263-4712, or send via electronic mail to [RVAdmin@hcd.ca.gov](mailto:RVAdmin@hcd.ca.gov).
2. Upon return by HCD, complete and sign Side 1 of this form and submit with your application for transfer of ownership. Determine the use tax as follows:
  - A. Use tax is to be computed on the retail value of the manufactured home or mobilehome as determined by the Kelley Blue Book or the National Automobile Dealers Association (NADA) Appraisal Guide; OR  
If the actual sales price of the manufactured home or mobilehome is less than the value derived from the Kelley Blue Book or the NADA Guide, use tax is to be computed on the "ACTUAL SALES PRICE" which means the total contract price, including but not limited to, the value of the manufactured home or mobilehome, in place location, awning, skirting, carport, patio, landscaping, shrubs, unattached furnishings, or other items not part of the manufactured home/mobilehome, and documentation fees.
  - B. To compute the use tax due, multiply the retail value or the actual sales price by the appropriate rate of use tax for the county in which the manufactured home or mobilehome is located. You may contact the State Board of Equalization for the current use tax rate or you may obtain this information from the Board of Equalization's website: [www.boe.ca.gov](http://www.boe.ca.gov). Round the use tax to the nearest dollar, i.e., 50 cents or less, drop to nearest dollar; 51 cents or more, raise to the nearest dollar.

**SECTION VI. REQUEST FOR MOBILEHOME RETAIL VALUE STATEMENT FROM HCD**

**(To be completed by buyer or buyer's representative and submitted to HCD)**

Name: \_\_\_\_\_ File Number: \_\_\_\_\_ Request Date: \_\_\_\_\_  
 Address: \_\_\_\_\_ Telephone Number: \_\_\_\_\_ Fax: \_\_\_\_\_  
 \_\_\_\_\_ Email Address: \_\_\_\_\_  
 Sale Date: \_\_\_\_\_ Is this request for the purpose of obtaining a Mobilehome Bond?  YES  NO

Manufacturer Name:		Trade Name:		Model Name or #:	
Date of Manufacture (DOM):			If DOM Unknown, Enter Date First Sold (DFS):		
Decal (License) Number(s)	Manufacturer Serial Number(s)	Exclude Hitch and Roof Overhang			
		Width (Feet)		Length (Feet)	
POPOUT EXPANDO ROLLAWAY	If a single section is expandable, the dimensions of the expanded portion(s) must be measured separately and reported here.	>			
		>			

**SECTION VII. MOBILEHOME RETAIL VALUE STATEMENT - FOR DEPARTMENT USE ONLY**

Using the manufactured home or mobilehome description above, which was obtained from:

- Telephone Request     Submitted Request     HCD File Information     Submitted Application

The retail value(s) have been derived from the two recognized value guides and are as follows:

1. \$  NADA Appraisal Guide.
2. \$  Kelley Blue Book (Manufacturer Name, Trade Name, or Model Name Specified and Listed)
3. \$  Kelley Blue Book Chart 1 (Manufacturer Name, Trade Name, or Model Name Not Specified or Not Listed in Either Value Guide)

Date: \_\_\_\_\_ HCD Clerk's Initials: \_\_\_\_\_ HCD Office: \_\_\_\_\_

The NADA or Kelly Blue Book value guide edition used is for: \_\_\_\_\_  
*month-month, year*

**IMPORTANT:** The sale date must be within the edition dates provided above or a new retail value must be requested from the Department.