



Remove a Deceased Co-Owner's Name for a Home on Local Property Tax with HCD Certificate of Title

HCD RT 804.9 (Rev. 10/20)

IMPORTANT: Please return this letter with the items requested below to the address listed on side 2.

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 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 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 listed on side 2 of this letter:

- 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 \(form HCD RT 480.4\)](#) 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 decedent's behalf must be **ONE** of the following items:
 - a) [Certificate of Transfer Without Probate \(form HCD RT 475.2\)](#) completed and signed by the heir(s) pursuant to sections 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 \(form HCD RT 481.2\)](#) completed and submitted with a \$25 duplicate fee.
- 5) [Multi-Purpose Transfer Form \(form HCD RT 476.6G\)](#) completed in the appropriate sections and signed by each new owner.
- 6) A valid original Tax Clearance Certificate (not your tax bill) issued by the County Tax Collector where the home is located. The surviving owner(s) should be shown as the Applicant on this form.

For a list of County Tax Collector contact numbers, please visit the [California Board of Equalization's Listing of County Tax Collectors](#) or call (800) 952-8356 for further assistance.

- 7) Transfer Fee \$35
- Registration Fee..... \$23 per section
- Park Purchase Fee \$5 per section (not due if owner 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 277820
 Sacramento, CA 95827-7820

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 contact HCD at (800) 952-8356 or ContactRT@hcd.ca.gov for assistance.

Visit HCD's website for a list of [DISTRICT OFFICES](#) or call (800) 952-8356.