



AUDITOR'S OFFICE
COUNTY OF CARROLL
119 S. LISBON • SUITE 203 • CARROLLTON, OHIO 44615

REQUIREMENTS-MANUFACTURED HOMES-TO BE LISTED AS REAL ESTATE

- 1. WHEELS: Must be removed.
- 2. AXLES: Must be cut off from frame (not merely detached).
- 3. TONGUE: Must be cut off back to the chassis.
- 4. FOUNDATION: Mobile homes must be installed on footings, foundations or piers sufficient to withstand any and all loads resulting from such installation and any subsequent use of said mobile home.
 - 1. Footings (footers) shall be placed below the frost line and shall conform to requirements of the Ohio Manufactured Home Commission.
 - 2. Foundations or Piers shall be constructed of laid-up (mortared) concrete blocks or by "cast-in-place" concrete.
- 5. OWNERSHIP: The owner(s) named on the certificate of title must be the same as the name(s) on the deed to the land upon which the manufactured home is located.
NAMES MUST BE EXACT SPELLING
- 6. INSPECTION: This office **will inspect** all sites when a written request is received to list the manufactured home as real property to verify compliance with the requirements.
- 7. REQUEST: Requests should be made a year in advance since the manufactured home tax is assessed on the current calendar year and real property tax is assessed one (1) year in arrears pursuant to Ohio law.
- 8. TITLE: The original title for the manufactured home **must** be surrendered to the Auditor's office. You **must** contact your financial institution in writing and ask them to surrender the title to the Auditor's office. Taxes must be current to complete this transfer.

I HEREBY REQUEST THAT MY MANUFACTURED HOME BE LISTED AS REAL ESTATE AND NO LONGER TAXED AS PERSONAL PROPERTY.

OWNER'S NAME: _____ PHONE NUMBER: _____

PARCEL #: _____ REGISTRATION #: _____

ADDRESS: _____

The undersigned, being duly sworn state(s) that the requirements above have been met and hereby declares the above manufactured home to be real property. The above mentioned manufactured home will not be severed from the above described real estate parcel. Upon notification of acceptance of this declaration, surrender of the title must be made to the Carroll County Clerk of Courts as authorized under Section 4505.11(A) of the Ohio Revised Code.

Owner Signature (as listed on the certificate of title)

Date