



Manufactured Homes

What is the role of HCD (State Department of Housing and Community Development) and your manufactured home?

HCD is the governing authority for all manufactured homes in California that are considered “Personal Property” or those permitted as “Real Property” on a permanent foundation.

- HCD permits and inspects all **modifications** made to manufactured homes;
- HCD maintains an active registry for mobile homes in the state that are considered personal property;
- HCD provides all legal ownership documentation specific to the manufactured home;
- HCD collaborates with the County Assessor’s Office for changes in the ownership so reassessments can be made for property tax purposes;
- HCD requires a tax clearance certificate be issued by the Tax Collectors Office before a change of title is allowed. The tax clearance certificate guarantees the property taxes on the subject mobile home are current.

HOW TO CONTACT HCD:

WEBSITE

www.hcd.ca.gov/manufactured-mobile-home/index.shtml

PHONE NUMBERS:

1-916-263-4742 (Sacramento area)

1-800-952-5275 (Toll Free)

1-800-735-2929 (TTD Number)

EMAIL:

mhassistance@hcd.ca.gov

ADDRESS:

Department of Housing and Community Development

2020 West El Camino Avenue

Sacramento, CA 95833

Frequently Asked Questions of HCD:

Q: I sold, bought or transferred the title of a Manufactured Home, what do I need to do to satisfy HCD?

www.hcd.ca.gov/manufactured-mobile-home/registration-titling/buy-sell-transfer.shtml

A: Private Party Sale for a Home on Local Property Tax with HCD Certificate of Title:

www.hcd.ca.gov/manufactured-mobile-home/registration-titling/docs/HCDRT804.pdf

A: Private Party Sale for a home on Yearly Registration Renewal with HCD Certificate of Title:

www.hcd.ca.gov/manufactured-mobile-home/registration-titling/docs/HCDRT804.1.pdf

A: Notice of Sale or Transfer:

www.hcd.ca.gov/manufactured-mobile-home/docs/HCDRT476.8.pdf

A: Application for Duplicate Certificate of Title:

www.hcd.ca.gov/manufactured-mobile-home/docs/HCDRT480.4.pdf

Q: I have lost the registration or need to register my manufactured home, how do I get it registered with HCD?

A: Application for Registration:

www.hcd.ca.gov/manufactured-mobile-home/docs/HCDRT480.5

Q: I have lost or need a Certificate of Title, How do I get a copy from HCD?

A: Application for Duplicate Certificate of Title:

www.hcd.ca.gov/manufactured-mobile-home/docs/HCDRT480.4.pdf

Q: I have purchased a manufactured home that was on a foundation and considered real property. What is needed to permit the same manufactured home on my property within Stanislaus County?

A: A “Notice of Sale or Transfer” and the “Application for Registration” needs to be provided to HCD. HCD will collaborate with the County Assessor’s Office for the change in ownership so reassessments can be made for property tax purposes. This could take up to 4 to 6 weeks.

- These forms need to be accompanied with grant deeds, a bill of sale, and/or title report:

www.hcd.ca.gov/manufactured-mobile-home/docs/HCDRT476.8.pdf

www.hcd.ca.gov/manufactured-mobile-home/docs/HCDRT480.5.pdf

A: Two building permits are needed from Stanislaus County Building Permit Services:

- Demolition permit to remove the structure from seller’s property;
- Prior to applying for the second building permit to relocate the structure on buyer’s property a written consent from the selling land owner and a copy of the Bill of Sale needs to be provided. Any additional legal ownership documentation specific to the manufactured home is helpful during the permit process.

Q: I've sold my mobile home and I am still receiving a property tax bill. What can I do?

A: First, contact HCD to determine the legal status of title on the mobile home. This usually occurs when the buyer of a mobile home fails to notify HCD of the change in ownership.

- If title cannot be corrected with HCD, submit evidence in the change in ownership to the County Assessor's Office. Evidence can include a sales contract, a foreclosure statement, or any document that shows a date of transfer and the name of the new owner.

www.hcd.ca.gov/manufactured-mobile-home/registration-titling/buy-sell-transfer.shtml

Have you visited or contacted the Mobile Home Assistance Center?

www.hcd.ca.gov/manufactured-mobile-home/mobile-home-ombudsman/index.shtml



Do you have any of these questions or concerns?

- Are you concerned about possible health or safety issues in your mobilehome park like unsafe sewer, water, electrical, or gas conditions?
- Do you need assistance with the installation, inspection, maintenance, or alteration of manufactured homes, accessory structures, or park grounds?
- Do you suspect unlawful or unlicensed mobilehome sales practices by dealers or salespersons?
- Do you need information on the Mobilehome Residency Law and where to obtain assistance for lease or rent disputes with park management?
- Do you need assistance with your mobilehome ownership documents?
- Are you seeking compensation for a fraudulent mobilehome sale?
- Do you need information on local resources available to you?

If you've answered "yes" to any of the above, or have similar questions, we can help!

Even if we can't help you directly, we can point you in the right direction.

Contact the Mobilehome Assistance Center:

Call us: 1.916.263.4742 (Sacramento area)
1.800.952.5275 (Toll Free)
1.800.735.2929 (TTD Number)

Email us: MHassistance@hcd.ca.gov

Find us online: www.hcd.ca.gov

Write to us at: The Office of the Mobilehome Ombudsman
Mobilehome Assistance Center
Department of Housing and Community Development
PO Box 31; Sacramento, CA 95812-0031

The Mobilehome Assistance Center cannot mediate or offer any legal advice on these matters. You should seek or obtain legal advice from a licensed attorney, legal aid, or contact your local government officials for further assistance.

What is the role of Stanislaus County Building Permit Services?

The sole responsibility of the Stanislaus County Building Permit Services is to issue a building permit and inspect the installation of manufactured home as either “**Personal Property**” or “**Real Property**” (permanent foundation) within the unincorporated areas of the county with the exception of Manufactured Home Parks.

Permit Types issued by Stanislaus County Building Permit Services:

➤ Manufactured Homes on Permanent Foundation “Real Property”

- When a manufactured home is permitted by Stanislaus County Building Permit Services and is installed on a foundation system, the home is considered to be then affixed to the land and therefore no longer considered “mobile”. The structure(s) are still considered as a “manufactured home” but are taxed in the same fashion as conventional homes or real property by the County Tax-Assessor’s office.
- Manufactured Home on Permanent Foundation System for real property flowchart:

www.hcd.ca.gov/manufactured-mobile-home/consumer-information/docs/FoundationSystem_RealProperty.pdf

What is required for a mobile home to be on a permanent foundation?

- Both the land and the coach(s) must have the same ownership;
- Proof of Deed, Manufacture Certificate of Origin, Certificate of Title and Registration;
- A building permit must be applied and issued by Building Permit Services;
- A proper foundation set (as determined by HCD) must be installed;
- The building inspector must inspect and approve the foundation set;
- Once Final inspection and occupancy is approved, Form “433A” must be obtained by HCD, completed by the building department, and recorded by the County Recorder’s Office;
- Form “433B” must be obtained from HCD, completed by the mobile home owner, and submitted to County Assessor’s Office;
- Certificate of title must be surrendered to HCD (Act of recording the 433A);

➤ Manufactured Homes NOT on Permanent Foundation “Personal Property”

- Your manufactured home is permitted by Stanislaus County Building Permit Services and installed on a pier/pad system registered with the HCD and annual fees will be paid to the HCD to maintain the registration.
- Pier-Pad_Chattel-Foundation System flow chart:

www.hcd.ca.gov/manufactured-mobile-home/consumer-information/docs/Pier-Pad_Chattel-FoundationSystem.pdf

Frequently Asked Questions:

Q: My home was permitted, installed and finalized as personal property. How do I now make it real property?

A: The completion of the following steps will remove the manufactured home from the annual registration requirements of HCD:

- Both the land and the coach(s) must have the same ownership;
 - You will need to provide Proof of Deed, Manufacture Certificate of Origin, Certificate of Title and Registration.
- A building permit must be applied for and issued by Building Permit Services;
- A proper foundation set (as determined by HCD) must be installed;
- The building inspector must inspect and approve the foundation set;
- Once Final inspection and occupancy is approved, Form “433A” must be obtained by HCD, completed by the building department, and recorded by the County Recorder’s Office;
- Form “433B” must be obtained from HCD, completed by the mobile home owner, and submitted to Assessor’s Office;
- Certificate of title must be surrendered to HCD (Act of recording the 433A).

Q: Do I have to pay an annual fee to HCD and county property taxes for a mobile home?

A: No. Only one is required; not both.

Q: My mobile home was demolished and I am still getting a tax bill. What can I do?

A: Submit evidence of a finalized demolition permit to the County Assessor’s Office.

Q: I moved my mobile home to a new location and I am still getting a tax bill for the old location. What can I do?

A: Submit your evidence of a finalized Building Permit for this relocation to the County Assessor’s Office.