



# MANUFACTURED HOME INSTRUCTIONS

## HOW TO OBTAIN A MOBILE HOME TAX RELEASE:

1. Taxpayer must first contact the Santa Fe County Treasurer's office at 505-986-6245 for a **CURRENT CALENDAR YEAR** tax amount.
2. Taxpayer must pay the full amount of taxes in **CASH, CASHIER'S CHECK, OR MONEY ORDER** to the Santa Fe County Treasurers.
3. Upon payment receipt must be brought into the Santa Fe County Assessor's Office Mobile Home Division and a Tax Release will be issued.

If the release is requested by mail please enclose a cashier's check or money order to the Santa Fe County Treasurer, PO Drawer T, Santa Fe, NM 87504 (include the tax account on your check).

## HOW TO DEACTIVATE A MOBILE HOME TITLE AS REQUESTED BY MOTOR VEHICLE:

1. Must have an original New Mexico Title to the Mobile Home free and clear of all liens and encumbrances.
2. Taxes must be current through the current calendar year (Tax Release is required)
3. Must have "Request to Change Valuation Status" form.

Numbers 2 and 3 both are obtained in the Santa Fe County Assessor's Office and must be presented along with the original title to any Motor Vehicle branch to deactivate title.

## HOW TO ASSESS A MOBILE HOME AS REAL PROPERTY:

1. Owner must have an inspection report from the state Manufactured Housing Division located at 2550 Cerrillos Road, contact number 505-476-4700 or website is [www.rld.state.nm.us\\_mhd](http://www.rld.state.nm.us_mhd).
2. Proof of deactivated title (see details above for deactivation).
3. Owner must fill out a Real Property Request form (Assessor's Office).

Once steps 1 thru 3 are completed an appraiser will do a field inspection and assess the home as real property. The owner will receive a letter of confirmation.