

Patricia A. Leyba

Luna County Assessor

*110 North Gold Avenue
Deming, New Mexico 88030*

*Telephone (505) 546-0404
Facsimile (505) 544-4187*



Luna County Established 1901
Courthouse Erected 1910

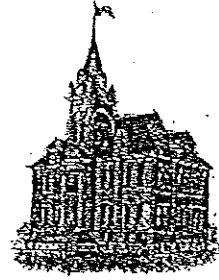
LUNA COUNTY Manufactured Home Real Property ORDER OF EVENTS

1. Contact your lending institution about a complete appraisal of your manufactured home.
2. If your manufactured home has yet to be installed. Talk to your MH dealer and have them contact (Shad Goldman) 1-505-546-4109 at the Manufactured Housing Division about a foundation inspection, notify installer that you want a permanent foundation.
3. If the manufactured home is already installed, contact (Shad Goldman) at the Manufactured Housing Division about a foundation inspection, and for any further explanation pertaining to the foundation.
4. Mr. Goldman charges a fee per visit.
5. After you pass the inspection, Mr. Goldman will issue a green sticker with a permit number. This Permit is what you will need to give the Assessor's Office (**Very Important**).
6. All taxes on the manufactured home are to be paid in full prior to reclassification once they are paid a tax release will be issued by the assessor's office. Manufactured home with no title only a certificate of origin purchased in the current year must be titled first and may or may not be required to pay taxes.
7. A "Request To Change Valuation Status For a Manufactured Home" must be completed. **This Form Is Available At The Assessor's Office.** The Assessor's Office will verify that the manufactured home and the land that it is on, are in the same name, and will require from you the green permit number of the engineer's inspection. The Assessors will give you a signed request form, stating that this office intends to assess the manufactured home as real property. This form can then be taken to your lending institution for your closing.
8. Take a lien free title of your manufactured home, tax release and signed Assessor's Office form to **Motor Vehicle Department at 322 S. Silver, Deming New Mexico 88030.** There may be a processing fee from the Motor Vehicle Division. The Motor Vehicle Division will return the deactivated title to you; you will need to bring that deactivated title into the Assessors' Office for us to make a copy for our files for proof of deactivation.
9. The Assessor's Office will then complete the appraisal on the manufactured home and assess the manufactured home a real property. This real property assessment will not be assessed on the Assessor's records until the following year.

THIS POLICY WILL BE IN EFFECT JULY 1, 2005

Patricia A. Leyba
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110 N Gold
~~700 South Street~~ Avenue
Deming, New Mexico 88030-4173

Telephone (505) 546-0404
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Request to inspect manufactured home:

I hereby request that the manufactured home listed below be changed to a permanent structure. I fully understand that the method of valuation will change and I will not attempt to withdraw this request at a later date. The Assessor's office will not be liable for determining permanent structure status for mortgage companies. They must make their own decisions as to whether the property is eligible for a loan as Real Estate. The permanent structure valuation is for tax purposes only and will be based on the following minimum criteria:

1. Manufactured home must be anchored to permanent foundation.
2. The tongue and axles must be removed.
3. Provide assessor copy of fee appraisal done for lending institution
4. Title deactivated within 45 days (lending institution will be notified if not complied)

*** (COPY OF DEACTIVATED TITLE MUST BE PROVIDED TO ASSESSOR'S OFFICE) ***

The final determination of the classification (real or personal) for tax purposes will be made by the Assessor's office upon inspection by a field appraiser.

Size: _____ Year: _____ Make & Model: _____
Serial # _____ License # _____ Location: _____
Date of Inspection: _____ Inspector: _____

Is a permanent structure: _____ Is not a permanent structure: _____

Signature of person making request must be manufactured home owner and landowner.

Signatures: _____
(as shown on title)

Names (printed) _____
(as shown on title)

Address: _____
Telephone # _____ Date: _____

Lending Institution: _____ Phone # _____
Address: _____ Contact Person: _____

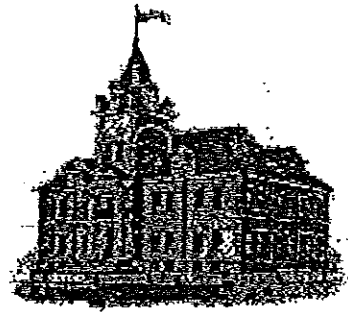
A request has been made to put this manufactured home on as real property. It is the intention of the Assessor's office that this property will be placed on the tax roll as real property for the tax year _____, once the owner has complied with all the requirements listed above.

Luna County Assessor or Agent

Date

Patricia A. Leyba

700 South Silver Avenue
Luna County Assessor
Deming, New Mexico 88030-4173
Telephone (505) 546-0404
Facsimile (505) 546-4580



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Date: _____

Manufactured Home Owner # _____

Land Owner # _____

I/We _____, acknowledge that I/We have received the following documents from the Assessor's office:

- Request to change valuation of Manufactured Home (original to be sent to Santa Fe).
- Copy of request to inspect the Manufactured Home.
- Deactivated Mobile Home title.

Signature of Owner

Date

Signature Of Assessor or Agent