

STATEMENT OF INTENT TO DECLARE A MANUFACTURED HOME AS REAL PROPERTY

-- ASSESSOR'S INSTRUCTIONS --

This process requires multiple steps across several county offices. Please complete the sections below in order.

SECTION A: DOCUMENTS TO GATHER & PREPARE

STEP 1: ORIGINAL OWNERSHIP DOCUMENT & TAX PROOF (CRITICAL): You must provide **ONE** of the following:

OPTION A (New Homes):

Original Manufacturer's Certificate of Origin (MSO): You must also provide a copy of the purchase agreement verifying sales taxes on the manufactured home has been paid.

OPTION B (Existing/Used Homes):

Original Title of the Manufactured Home: You must also provide a receipt from the Treasurer's Office verifying all property taxes for the manufactured home have been prepaid.

STEP 2: LEGAL DESCRIPTION & SID FORM: Get the complete legal description of the land (for line 4). You can obtain this from the Clerk's office by requesting a copy of your Deed. Complete Lines 1–8 of the SID form EFO00312.

If you have a lienholder on line 8, the lienholder **MUST** sign line 12.

STEP 3: NOTARIZE OWNER SIGNATURES: Sign line 9 in the presence of a Notary Public. Bring your ID card. The Assessor's Office does not have a notary. You may go to the Clerk's Office or use any other Notary Public.

STEP 4: COMPLETE INDEMNIFYING AFFIDAVIT: Complete the Indemnifying Affidavit (ITD 3410) included in your packet.

SECTION B: COUNTY OFFICE VISITS

STEP 5: VIN INSPECTION (Assessor's Office): A VIN inspection may be required. Please contact the Assessor's Office to determine whether a VIN inspection is needed and to schedule an appointment if required.

STEP 6: PLANNING & DEVELOPMENT: Take the notarized SID form to Planning & Development. The inspector will verify the running gear has been removed and the manufactured home is permanently affixed to the land. They will determine if a \$100 inspection fee is required and schedule an inspection. Once verified, Planning & Development will sign Line 10 and return the SID form to the Assessor's Office.

STEP 7: ASSESSOR'S FINAL REVIEW: The Assessor's Office will verify ownership of the land and manufactured home, required tax payments, and completion of the VIN inspection, (if required). They will sign Line 11 and contact you when the SID forms are ready to be picked up for the final steps.

SECTION C: FINAL STEPS

STEP 8: RECORD DOCUMENTS (Clerk's Office): Record documents at the Clerk's office. (Fees apply: \$10.00 for the first page, \$3.00 for each additional page plus a \$2.00 certified copy stamp.)

STEP 9: SURRENDER TITLE (DMV): Take all recorded documents and required ownership and tax documents to the Department of Motor Vehicles (DMV). The \$5.00 VIN inspection fee (if applicable) will be collected at this time. The title will be surrendered, and this completes the process.

IMPORTANT REMINDERS

- NO E-FILES ARE ACCEPTED
- ORIGINAL DOCUMENTS ARE REQUIRED
- FOLLOW THE STEPS IN ORDER TO AVOID DELAYS
- REQUIREMENTS MAY VARY DEPENDING ON MANUFACTURED HOME OR PREVIOUS TITLE

Questions?

Bingham County Assessor's Office | (208) 782-3028

(See instructions on the back of the form.)

The undersigned, being duly sworn, states that the above information is true and correct, and does hereby exercise a "STATEMENT OF INTENT", declaring the above referenced manufactured home to be real property according to Idaho Code Section 63-304. The undersigned further states that the running gear has been removed from the manufactured home and the manufactured home will be permanently affixed to the land owned or being purchased by the owner or purchaser of the manufactured home.

STATE OF IDAHO)
) S.S.
COUNTY OF _____)

SEAL

Signatures - Pursuant to Idaho Code Section 63-304

EFO00312 08-22-2002

INSTRUCTIONS FOR STATEMENT OF INTENT TO DECLARE A MANUFACTURED HOME AS REAL PROPERTY

Numbered instructions correspond to numbered items on the form. Attach additional information if necessary. The blank area in the upper right part of the form is for county use only; do not write in this area.

1. Print or type names of applicants. Enter the full names of all owners as they appear on the title, Manufacturer's Statement of Origin (MSO), or Manufacturer's Certificate of Origin (MCO) and on the deed or documents transferring ownership of the land. The ownership of the manufactured home and the land must be the same for the manufactured home to be eligible to be declared real property. When the assessor is contacted to obtain the information for items 4, 5, and 6, ask the assessor what information will be needed to verify that the ownership of the manufactured home and the land is the same.
2. Enter the mailing address of the applicant or other individual to whom correspondence should be addressed, including the assessment notice and tax bill.
3. Enter the street address for the location of the manufactured home.
4. Enter the complete legal description of only the land where the manufactured home will be located. This legal description will appear on the deed or other document transferring ownership of the land. You may also contact the assessor to verify that the correct legal description is entered.
5. Enter the real property parcel number for the land. You may find this parcel number on the assessment notice for the land or contact the assessor to obtain this parcel number.
6. Enter the parcel number for the manufactured home. When available, this number may be obtained from the assessor. If a parcel number is not available, have the assessor initial this box.
7. Identify the type of land ownership. Check the appropriate box to indicate whether the property ownership instrument is a deed or a contract. Assistance in determining this information is available from the assessor, lender, or selling agent. Check the appropriate box to indicate whether the ownership instrument has been recorded with the county recorder.
8. Describe the manufactured home by entering the make, model, year built, size (such as 27 feet wide and 66 feet long), and serial number of the manufactured home. This information is shown on the title, MSO, or MCO. Also enter the name of the individual(s) or financial institution(s) holding a mortgage or other loan instrument for the manufactured home and their mailing address. This information is available on the title document and in financing agreements that have been signed.
9. Signature and date of signature are required for each owner. This must be signed in the presence of a Notary Public. After completion of items 1 – 8, sign item 9 in the presence of a Notary Public. The part of this form between items 9 and 10 must be completed by a Notary Public.
10. This item is to be signed and dated by authorized officials, who will certify the removal of the running gear and that the manufactured home is permanently affixed to the land. The assessor can identify any authorized officials. The property owner should not sign this item. The Idaho Manufactured Home Installation Standard is available from the State of Idaho Division of Building Safety.
11. This item is to be signed and dated by an agent of the county assessor's office. The assessor or agent must verify ownership and collect the sales tax on a new manufactured home or require that the owner provide proof of payment of sales tax.
12. Enter the name of any recorded lienholder and obtain the signature from that lienholder consenting to the cancellation of the title, MSO, or MCO.



Indemnifying Affidavit

Idaho Transportation Department - Vehicle Services

ITD 3410 (Rev.10/23)
Supply # 019580562
dmv.idaho.gov

Vehicle/Hull Identification Number	Year	Make	Model
Vehicle/Vessel Purchased From			
Address			
City	State	Zip	Date Purchased

I, the undersigned, acknowledge it is a felony to make a false statement in this affidavit (**Section 49-518, Idaho Code**). I certify that the above-described vehicle/vessel is **free from all liens and encumbrances**, except as set forth in my application for Idaho Certificate of Title. I am entitled to the possession and ownership of the vehicle or vessel because:

It is my/our intention to declare this manufactured home as real property.

If the vehicle described above was imported from another country, I certify that the vehicle is now in Idaho. If the vehicle was commercially imported, I certify that to the best of my knowledge all U.S. DOT Federal Motor Vehicle Safety Standards, EPA, and US Customs and Border Protection requirements have been or will have been satisfied within the required time frame. If the vehicle was imported for personal use from Canada, I certify that I am aware that I may be assessed a civil penalty of up to \$5,000 and/or the vehicle may be seized by the US Customs and Border Protection if the vehicle has not met their entry requirements prior to the registration and/or titling of this vehicle. I accept full responsibility for complying with all U.S. DOT Federal Motor Vehicle Safety Standards, EPA, and US Customs and Border Protection requirements.

If the above-described property is a vessel, ATV, off-road motorbike, snowmobile, utility type vehicle, slide-in truck camper, or neighborhood electric vehicle (NEV), and no title or Manufacturer's Statement of Origin (MSO) or Manufacturer's Certificate of Origin (MCO) is being submitted, I certify that no MSO or MCO exists and that the vessel or vehicle has never been titled unless otherwise indicated below.

Other Pertinent Facts:

This affidavit is attached to and made a part of my application for Idaho Certificate of Title to the above-described vehicle/vessel. I do hereby agree to warrant and defend said Title, and to not only save harmless and defend, regardless of outcome, the Idaho Transportation Department (ITD) from the expenses of and against all suits, actions, claims, losses, or assertion of claims including costs, expenses and attorney fees to which the department may be subjected on account of any defect in my Title to the vehicle/vessel in question, but also to pay any and all damages suffered by any person or entity resulting from the issuance of this title by the Idaho Department of Transportation.

I certify under penalty of perjury pursuant to the law of the State of Idaho that the foregoing is true and correct, and that the signature below is my true and legal signature.

Printed Full Legal Name / Business Name		Owner's Idaho Driver's License Number or SSN / Business's EIN	
Owner's Physical Address / Business's Physical Address	City	State	Zip
Owner / Business Representative's Signature X	Date	Daytime Phone Number ()	