

CÓMO REGISTRAR UNA CASA MÓVIL JUNTO CON EL TERRENO (SID)

-- INSTRUCCIONES DE LA OFICINA DEL ASESOR --

Este trámite requiere varios pasos en diferentes oficinas del condado. Por favor, complete las secciones en orden.

SECCIÓN A: DOCUMENTOS QUE DEBE REUNIR Y PREPARAR

PASO 1: DOCUMENTO ORIGINAL DE LA CASA Y PRUEBA DE TAXES (PUNTO CLAVE): Debe entregar UNO de los siguientes:

OPCIÓN A (Casas Nuevas):

Certificado Original del Fabricante (MSO): También debe traer una copia del contrato de compra que demuestre que ya pagó los impuestos (taxes de venta) de la casa móvil.

OPCIÓN B (Casas Usadas o Existentes):

Título Original de la Casa Móvil: También debe traer un recibo de la Oficina del Tesorero (Treasurer's Office) que demuestre que todos los impuestos (taxes de la propiedad) están pagados al día.

PASO 2: DATOS DEL TERRENO Y FORMULARIO SID: Consiga la descripción completa del terreno (para la línea 4). Puede pedir una copia de las escrituras de su terreno en la Oficina del Secretario (Clerk's Office). Llene las líneas 1 a 8 del formulario SID (EFO00312). **¡ATENCIÓN!** Si le debe dinero al banco o a una compañía por la casa (Lienholder en la línea 8), ellos TIENEN QUE FIRMAR obligatoriamente la línea 12.

PASO 3: FIRMAR ANTE UN NOTARIO: Firme la línea 9 en presencia de un Notario Público. Traiga su identificación oficial con foto (ID). The Assessor's Office does not have a notary. (Nota: La Oficina del Asesor NO tiene notario. Puede ir a la Oficina del Secretario/Clerks Office o usar cualquier otro Notario Público).

PASO 4: LLENAR EL FORMULARIO DE AFIDÁVIT (ITD 3410): Llene la Afidavit de Indemnización (formulario ITD 3410) que viene dentro de su paquete.

SECCIÓN B: VISITAS A LAS OFICINAS DEL CONDADO

PASO 5: INSPECCIÓN DEL NÚMERO DE SERIE / VIN (Oficina del Asesor): Es posible que se requiera revisar el número de identificación (VIN) de la casa. Por favor llame a la Oficina del Asesor para confirmar si su casa necesita esta revisión y programar una cita.

PASO 6: OFICINA DE PLANIFICACIÓN Y DESARROLLO (Planning & Development): Lleve el formulario SID ya notariado a la oficina de Planning & Development. El inspector revisará que a la casa le hayan quitado las ruedas/ejes y que esté fijada permanentemente al terreno. Ellos le dirán si debe pagar una tarifa de inspección de \$100 y programarán la cita. Una vez aprobada, firmarán la Línea 10 y devolverán el formulario a la Oficina del Asesor.

PASO 7: REVISIÓN FINAL DEL ASESOR: La Oficina del Asesor verificará que los papeles del terreno y de la casa estén en regla, que los taxes estén pagados y que la inspección del número de identificación (VIN) se haya completado (si aplicó). Ellos firmarán la Línea 11 y le avisarán cuando los formularios estén listos para que los recoja y haga los últimos pasos.

SECCIÓN C: PASOS FINALES

PASO 8: REGISTRAR LOS DOCUMENTOS (Oficina del Secretario / Clerk's Office): Lleve a registrar sus documentos a la Oficina del Secretario (Clerk). (Cobros del trámite: \$10.00 por la primera página, \$3.00 por cada página adicional, más \$2.00 por el sello de copia certificada).

PASO 9: ENTREGAR EL TÍTULO (Oficina de Vehículos / DMV): Lleve todos los documentos registrados y los papeles de propiedad y taxes a la oficina del DMV. Aquí le cobrarán la tarifa de \$5.00 de la inspección del número de identificación (VIN) de la casa (si aplicó). Se entregará y cancelará el título de la casa móvil, y con esto se termina todo el proceso.

RECORDATORIOS IMPORTANTES

- NO SE ACEPTAN DOCUMENTOS ENVIADOS POR CORREO ELECTRÓNICO NI DIGITALES.
- SE REQUIERE ENTREGAR LOS DOCUMENTOS ORIGINALES.
- SIGA LOS PASOS EN ORDEN PARA EVITAR RETRASOS EN SU TRÁMITE.
- LOS REQUISITOS PUEDEN CAMBIAR SEGÚN EL TIPO DE CASA MÓVIL O EL TÍTULO ANTERIOR.

¿Tiene preguntas?

Oficina del Asesor del Condado de Bingham County | (208) 782-3028

STATEMENT OF INTENT TO DECLARE A MANUFACTURED HOME AS REAL PROPERTY

(See instructions on the back of the form.)

1. Owner Name(s)	
2. Mailing Address	
3. Property Address	
4. Legal Description	
5. Real Property Parcel Number	6. Manufactured Home Parcel Number
7. Land Ownership ☐ Deed ☐ Contract of Sale ☐ Recorded ☐ Unrecorded	

8. Manufactured Home Description:			
Make _____	Model _____	Year _____	Size _____
Serial Number _____ Lien Holder (if any) _____			

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.

9. Signature	Date	Signature	Date
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STATE OF IDAHO)
COUNTY OF _____) S.S.

On this ____ day of _____, in the year of 20____, before me, _____,
personally appeared _____, proved to me on the basis of
satisfactory evidence to be the person(s) whose name(s) is (are) subscribed to this instrument and acknowledged that he (she)(they)
executed the same.

S
E
A
L

Notary Public
My Commission Expires on _____

Signatures - Pursuant to Idaho Code Section 63-304			
10. BUILDING AND ZONING DEPARTMENT OR OTHER AUTHORIZED OFFICIAL			
A. Removal of running gear.	Authorized Signature	Date	
B. Permanently affixed to a foundation on the land. (See the Idaho Manufactured Home Installation Standard.)	Authorized Signature	Date	
11. COUNTY ASSESSOR Verified ownership of land and manufactured home and payment of sales tax on new manufactured home.			
	Authorized Signature	Date	
12. CONSENT OF LIENHOLDER			
Name _____	Date _____	Authorized Signature _____	Date _____

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 ()	