

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

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

Option A (New Homes): Original MSO (Manufacturer's Certificate for new home): You must also provide a copy of the **purchase agreement** verifying sales taxes on the manufactured home have 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 pre-paid.

2. COMPLETE ALL FORMS (Lines 1-8) Fill out lines 1–8 on the SID form.

*If you have a lienholder (line 8), they **MUST** sign line 12.*

3. COMPLETE INDEMNIFYING AFFIDAVIT: Fill out the Indemnifying Affidavit (included in your packet).

4. OBTAIN LEGAL DESCRIPTION: 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.

5. NOTARIZE OWNER SIGNATURES: Sign line 9 in the presence of a Notary Public. Bring your ID card.

SECTION B: COUNTY OFFICE VISITS (In Order)

6. VIN INSPECTION (Assessor's Office): Call to schedule a VIN inspection appointment. *Note: If Planning & Development already performed a VIN inspection, please provide the copy to potentially skip this step.*

7. PLANNING & DEVELOPMENT: Take the notarized SID form to Planning & Development. They will complete line 10 (certifying the home is affixed to the land) and return the form to you.

8. PAY TAXES (Treasurer's Office): Prepay any property taxes at the Treasurer's office and obtain a receipt.

9. ASSESSOR'S FINAL REVIEW: Bring **ALL** completed forms, a copy of the purchase agreement and the **MSO or the ORIGINAL TITLE** with the tax receipt to our office. We will verify everything has been completed and sign line 11.

SECTION C: FINAL STEPS

10. 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.)

11. SURRENDER TITLE (DMV): Take all recorded documents to the Department of Motor Vehicles (DMV). A \$5.00 VIN inspection fee (collected for the inspection completed in Step 6) will be collected at this time. This completes the process, and the title will be surrendered.

IMPORTANT REMINDER:

NO E-FILES ARE ACCEPTED! All documents, especially the MSO or Title, must be the originals.

If you have any questions, please call the Assessor's Office @ (208) 782-3028

Thank you,

Bingham County Appraisal Staff

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 ()	



Vehicle Identification Number Inspection Certification

Idaho Transportation Department

ITD 3403 (Rev.3/24)
Supply # 019580380
dmv.idaho.gov

Complete all sections related to Vehicle • Do not use codes from any title • Spell out makes and models

This form must be filled out by a law enforcement officer or an authorized agent of the Idaho Transportation Department (ITD) with data directly from the vehicle without the use of other documentation. **Note:** This form is not an ownership document.

1st Vehicle (VIN) Identification Number – (VINs typically have 17 numbers)													<input type="checkbox"/> VIN Discrepancy (Explain)			
1	2	3	4	5	6	7	8	9	10	11	12	13			14	15
2nd Vehicle Identification Number (VIN)																
1	2	3	4	5	6	7	8	9	10	11	12	13			14	15
VIN Location		<input type="checkbox"/> Dash		<input type="checkbox"/> Door		<input type="checkbox"/> Headstock			<input type="checkbox"/> Trailer Tongue L - R			<input type="checkbox"/> Other (Describe)				
Type of Vehicle		<input type="checkbox"/> Auto/PU/Van			<input type="checkbox"/> Truck			<input type="checkbox"/> Trailer			OHV Engine Size _____ cc		Motorcycle FMVSS Sticker <input type="checkbox"/> Yes <input type="checkbox"/> No			
		<input type="checkbox"/> Motorcycle			<input type="checkbox"/> RV			<input type="checkbox"/> Mobile Home			Wheel base on ATV or UTV (See back/bottom of form)		Number of Wheels on ATV or UTV			
		<input type="checkbox"/> Snowmobile			<input type="checkbox"/> ATV			<input type="checkbox"/> UTV								
Model Year	Make				Body Type				Model			Color				
Length (trailers)				Width (trailers, ATVs, UTVs)				Weight (Utility and boat trailers, ATVs, UTVs)				Fuel Type				
Motorcycle Is: <input type="checkbox"/> Off-highway <input type="checkbox"/> On-highway				Comments/Description/Other Pertinent Data												
Odometer Reading (no tenths)				Odometer Status, if known: <input type="checkbox"/> Actual <input type="checkbox"/> Not Actual – Warning – Odometer Discrepancy <input type="checkbox"/> Exempt <input type="checkbox"/> Exceeds Mechanical Limits <input type="checkbox"/> No Odometer												
Inspection Officer or Agent's Signature (I certify I have <u>physically inspected</u> the vehicle described above) X								Applicant's Name								
Agency Name				Badge Number				Applicant's Address								
City/Area				Date Inspected				City, State, Zip			Daytime Phone Number					