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PURGING A MANUFACTURED HOME CHECKLIST

(Permanently Affixing a Titled Manufactured Home to Real Estate)

Prior to starting the purge process, please be sure at least one of the landowners is the same as the manufactured home owner

- Go to the Routt County Treasurer's Office with the original title to get a tax authentication form. The following will need to be paid before the tax authentication can be issued:
 - Current year taxes
 - Estimated amount of next year's taxes
 - \$10.00 tax authentication fee (You may receive a tax bill the following year for any taxes not collected at the time of the authentication request)
- Complete the Owner's Request to Purge a Manufactured Home (DR2180) and have the Assessor's office sign off on the form. If there is a mortgage on the home, then a Lender's Request to Purge a Manufactured Home (DR2171) will need to be completed
- Take the tax authentication form, original certificate of title, and the owner's/lender's request to purge to the Motor Vehicle Department. They will then send the request to the State.
- Once you have received the "Purged Ad Valorem" letter from the State (may take 2-3 weeks), fill out the Certificate of Permanent Location (Form #MH-301-08/09). Take Certificate of Permanent Location and the Purged Ad Valorem letter from the state to the Clerk and Recorder's Office and record the documents (fees apply). (Assessor's office will not combine the manufactured home and real estate account if these documents are not recorded).
- After you have recorded the Certificate of Permanent Location, fill out the Affidavit of Real Property (Form # MH-300-08/11). Take the recorded Certificate of Permanent Location and the notarized Affidavit of Real Property to the Assessor's office and have it signed at the bottom. Once the Assessor's office has signed the form, go to the Treasurer's office and they will sign at the bottom as well. The last signature will be the Motor Vehicle Department. Once all three offices have signed, take the document to the Clerk and Recorder's Office and record it (fees apply).