



# Ashtabula County Auditor David Thomas

25 West Jefferson Street  
Jefferson, Ohio 44047-1092  
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## SURRENDER A MANUFACTURED HOME TO REAL ESTATE

In order to surrender your manufactured home to real estate, you need:

1. Original title (lien free)
2. Affidavit filled out and all owners' signatures notarized
3. Proof manufactured home is on a permanent foundation (basement, crawlspace or frostwall per ORC Sections 3781.06 (C); 4503.06 (B); 4505.11(H); 5701.02 and OAC 4781-6
4. Manufactured home taxes paid in full for the entire year
5. Manufactured home and land must be owned by the same person(s)

If you have all of these items, then we can surrender your manufactured home title to real estate. You can bring them to our office at 25 West Jefferson Street Jefferson, OH 44047.

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Ashtabula County Auditor  
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## AFFIDAVIT OF SURRENDER OF A MANUFACTURED HOME

I, \_\_\_\_\_, the undersigned, do hereby surrender the title to my manufactured home, to the Ashtabula County Auditor's Office as intent to make this manufactured home a permanent fixture to the real property. I hereby state that I own the real property where the manufactured home is located and the foundation meets the requirements set in the ORC Sections 3781.06(C); 4503.06(B); 4505.11(H); 5701.02 and OAC 4781-6

Parcel # \_\_\_\_\_ Year \_\_\_\_\_

Registration # \_\_\_\_\_ Make \_\_\_\_\_

Title # \_\_\_\_\_ Serial \_\_\_\_\_

Number of bathrooms \_\_\_\_\_ Number of bedrooms \_\_\_\_\_ Central A/C Yes or No \_\_\_\_\_

I understand the manufactured home will be a permanent fixture on the real property. The manufactured home will have no capability of having another title issued, and CAN NOT be transported to another location.

\_\_\_\_\_  
signature date

\_\_\_\_\_  
signature date

Sworn to me on this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
notary signature notary name

my commission expires \_\_\_\_\_.

### AUDITOR'S USE ONLY

Date manufactured home title given to Title Dept \_\_\_\_\_ Date copy given to Real Estate Dept \_\_\_\_\_

Manufactured home taxes paid in full as of \_\_\_\_\_, pick up on real estate \_\_\_\_\_ (calendar year) for \_\_\_\_\_ (tax year)