



Ashtabula County Auditor

Scott Yamamoto

25 W. Jefferson St.

Jefferson, OH 44047

Phone: (440) 576-3793

SURRENDER A MANUFACTURED HOME TO REAL ESTATE

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

1. a. Completed Foundation Verification form to initiate a site visit, allowing our office to verify that the manufactured home is on a permanent foundation

OR

- b. Proof that home has a permanent foundation, i.e. appraisal report, inspection report completed by the Ohio Department of Commerce, etc.
2. Original title (lien free)
3. Completed Affidavit to Surrender form with all owners' signatures notarized
4. Manufactured home taxes must be paid in full for the entire year
5. Manufactured home and land must be owned by the same person(s)

Once you have all of these items, then the manufactured home title can be surrendered to real estate. You can bring your completed documentation to our office at 25 West Jefferson Street, Jefferson, OH 44047.



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Site Visit/Foundation Verification
For Surrender purposes

Date:_____

Name:_____

Contact preference (Please include both)

Phone:_____

Email:_____

Address of home to be surrendered:_____

Parcel #_____

"Permanent foundation" means permanent masonry, concrete, or a footing or foundation approved by the division of industrial compliance of the department of commerce pursuant to Chapter 4781. of the Revised Code, to which a manufactured or mobile home may be affixed.

For any questions please call (440) 576-3779
Karen S. Anderson
Appraisal Dept.



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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 _____, _____
day month year

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)