



**DELTA COUNTY, COLORADO
ASSESSOR, CLERK, TREASURER**

Check list to title and move a new manufactured home within six months of purchase that is not permanently affixed and only has a Manufacturer's Statement of Origin (MSO):

You must submit to the vehicle licensing section in the County Clerk's office:

- The Manufacturer's Statement of Origin (MSO).** You should have received this from the manufacturer when you purchased the home.
- The Sales Tax Receipt.** You should have received this from the seller when you purchased the home.
- Form 2395 (Title and/or Registration Application) and applicable title fees.** Blank forms may be obtained from the County Clerk's office, or online at: *Colorado Department of Revenue, select Forms and Publications, Motor Vehicle, then select the appropriate form needed.* The fees will be collected by the County Clerk's office.
- The Security Agreement, if the purchase is financed.** This document should have been provided to you by your lender. It must be recorded by the County Clerk and Recorder and recording fees will be charged.

You must submit for recording to the recording section of the County Clerk's office (recording fees will be charged):

- The Manufactured Home Transfer Declaration (MHTD).** This form must be completed and signed by the buyer or the seller. (Writable form*)
- The Manufacturer's Statement of Origin (MSO).** Copy of the front and back.
- Verification of Title Application.** Obtained from the vehicle licensing section as part of the process above.

*Writable forms may be filled in online and printed. The filled in portions will not be saved after printing. Writable forms can be found at Colorado Department of Property Taxation. Select the option "Forms" and the appropriate form needed.