



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

Check list for re-establishing title on a used manufactured home currently assessed separately as a manufactured home: (Bond Process Required)

- for which the owner does NOT have a title
- that has NOT been on the tax roll under the same ownership for at least 10 years - or – it has been on the tax rolls for 10 years but a title number is not available
- the manufactured home is less than 25 years old

You must obtain:

- VIN Verification (Form 2698).** This must be obtained from the County Assessor's office, law enforcement (City or Town Police Dept. in incorporated areas; or the County Sheriff's Dept. in unincorporated Delta County.

NOTE: A VIN inspection requires the Vehicle Identification Number (VIN) of the manufactured home to be physically seen by the person inspecting. The physical location of the VIN may be in one of several different places depending on the home, and may be inside or outside of the home. It is the homeowner's responsibility to locate the VIN and make the VIN physically accessible to the person inspecting.

You must complete a Colorado title record search. Submit the following to the Colorado Department of Revenue Division of Motor vehicles. 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.*

- Title Information Request (Form DR2539)
- VIN Verification (Form DR2698)
- \$2.20 (payable to the Colorado Department of Revenue)
- Requestor Release and Affidavit of Intended Use (Form DR2489)
- Statement of Fact (Form DR2444)

You must obtain from the County Treasurer's office:

- Tax Authentication.** You must obtain this from the County Treasurer. The County Treasurer will charge a \$10 fee for the authentication, and all outstanding taxes on the manufactured home must also be paid at this time.

After you receive the letter regarding the results of the Colorado Department of Revenue's search you must then submit for a title to the vehicle licensing section in the County Clerk's office:

- Letter received from the Colorado Department of Revenue.**
- Tax Authentication**
- From 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.
- Form 2394 (Bond Statement and In Lieu of Bond Affidavit).** 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.*

- Appraisal.** Obtain a property record card from the Assessor's office. The Property Record Card will state the Actual Value. A separate appraisal is no longer required.
- Proof of Ownership of Real Property where the manufactured home is located (Warranty Deed) – or a Court order for possession through a civil proceeding.**
- Proof of notification (returned undeliverable) to the owner (if applicable). Must be certified, return receipt**
- Bond for title.** This document must be obtained from a private insurance agent or company in the amount of **two times** the Assessor's Actual Value. Please note the name on the bond must be the same name as on Form 2395 (Title and/or Registration Application).

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) (if applicable).** If the manufactured home is being sold, this form must be completed and signed by the buyer or the seller. (Writable form*)
- Verification of Title Application.** Obtained from the vehicle licensing section as part of the process above.
- Copy of the ownership documents.**

*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.