



ASSESSOR
200 Court St. / P.O. BOX 430
CLAYTON, NM 88415
PHONE: 575-374-9441 Ext. 1
FAX: 575-374-2763

UNION COUNTY PERMANENT STRUCTURE APPLICATION

RE: REQUEST TO CHANGE VALUATION STATUS

I hereby request that the manufactured home listed be changed to a permanent structure as per Subsection D of Section 3.6.5.33 NMAC. The Assessor's Office will not be liable for determining permanent status for mortgage companies. The mortgage company must make their own decisions to whether the property is eligible for a loan as "Real Estate". The valuation as real property is for tax purposes only and will be based on the following criteria:

1. The Assessor's Office has received a Request to Change Valuation Status from the owner of the manufactured home requesting that it be taxed as real property.
2. The owner of the manufactured home is also the owner of the real estate to which the home has been affixed.
3. The tongue and axles have been removed from the manufactured home and the home has been affixed to a permanent foundation in accordance with part 14.12.2 NMAC –Manufactured Housing Dept.
4. The title to the manufactured home, issued pursuant to the provisions of the Motor Vehicle Code, is deactivated in accordance with Section 18.19.3.18 NMAC and evidence of the deactivation has been provided to the Assessor's Office.
5. All property taxes for the manufactured home have been paid in full including current year taxes.

MANUFACTURED HOME DESCRIPTION / REQUESTOR'S INFORMATION

SIZE _____ YEAR _____ MAKE _____ PLATE # _____

SERIAL # _____ MANUFACTURER _____

ADDRESS OF MANUFACTURED HOME: _____

(If new address, validation from E911 addressing dept. required)

ASSESSOR'S LAND PARCEL # _____

REGISTERED TITLE OWNER'S NAME: _____ PHONE: _____

LAND OWNER'S NAME SAME: YES ☐ NO ☐

SIGNATURE OF REQUESTOR: _____ DATE: _____

COPY OF NMMHD PERMANENT FOUNDATION INSPECTION APPROVAL RECEIVED: YES ☐ NO ☐

COPY OF ENGINEER'S PERMANENT FOUNDATION INSPECTION APPROVAL RECEIVED: YES ☐ NO ☐

COPY OF DEACTIVATED TITLE RECEIVED: YES ☐ NO ☐ (If **NO**, date deactivated title applied for with MVD: _____)

VALUATION CHANGE: APPROVED: YES ☐ NO ☐ DENIED: YES ☐ NO ☐ DATE APPROVED OR DENIED: _____

The office of the Union County Assessor certifies that the manufactured home above will be valued as real property upon final **approval**, for taxation purposes, upon receipt of the DEACTIVATED Title.

SIGNED: _____ TITLE _____ DATE: _____