



## **TERENCE G. HABERMEHL**

CLINTON COUNTY AUDITOR  
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### **PROCEDURE TO CONVERT A MANUFACTURED HOME TO REAL ESTATE**

#### **PROPERTY OWNER**

1. A) The property owner is required to fill out an application, which is available at the Auditor's Office.
- B) All of the necessary requirements to qualify as real property must be completed before it can be inspected by a qualified inspector. The inspector must sign the application that the home qualifies to be converted to real estate. It is the responsibility of the home owner to setup inspection of the mobile home and to obtain the inspector's signature on the application.
- C) The parcel of property to which the manufactured home is to be converted and the title of the manufactured home must be recorded in the same name.
- D) The manufactured home tax must be paid in full for the entire year to the Clinton County Treasurer's Office.
- E) Title to the manufactured home must be surrendered at the time of application to the Auditor's Office.
- F) If there is a lien or mortgage on the manufactured home consent to transfer must be obtained from the lienholder/mortgager prior to starting the process to convert the manufactured home to real property. The lienholder/mortgager must surrender the title and that cannot be done without satisfaction or cancelation of the lien. The homeowner has to either pay the lienholder the remaining balance owed to the lienholder, or with the lienholder's consent, execute and deliver to the lienholder, a mortgage on the home and land on which the home is sited in the amount of the remaining balance owed to the lienholder.

#### **TREASURER'S OFFICE**

2. After the manufactured home taxes are paid in full for the entire year to the Clinton County Treasurer's Office, a tax stamp will be affixed to the title so it may be surrendered to the County Auditor.

#### **AUDITOR'S OFFICE**

3. The application will be reviewed by the Auditor's Office. An appraiser will visit the property to verify the accuracy of the application and to reassess the property.
4. A) The County Auditor shall deliver the title and a copy of the application to the Clerk of Courts where it shall be inactivated and retained.
- B) Notice is sent to the owner of verification of the surrender of title and year when the manufactured home will be taxed as real estate.