

ASSESSOR OF MOHAVE COUNTY

700 W BEALE STREET, PO BOX 7000, KINGMAN AZ 86402, PHONE (928) 753-0703, FAX (928) 718-4962

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AFFIDAVIT OF AFFIXTURE

An Affidavit of Affixture must be filled out and recorded to classify the mobile home as a legal piece of real estate.

You will need either the original title(s) or the original Manufacturers Certificate of Origin to complete this process.

If the title(s) to the mobile home is not in your name, or there is no record of a title, you will need to contact Motor Vehicle Department to inquire about getting a Bonded Title.

If you have a loan on your mobile home and your lender has your original documents, you will need to contact them to see if they will release the documents in order for you to do the affixture.

Please use the following instructions to complete the document.

PROPERTY OWNER / AGENT

In the top left corner, put the name and mailing address where you would like the original document to be mailed back to after recording.

Enter the County where the mobile home is located.

Enter the legal description of the property. (Typically the legal description of the property can be found on the last recorded deed)

Enter the parcel number of the property.

If the mobile home has billed on a separate personal property account, check the appropriate box, and put the Account Number/Taxpayer Id Number. Enter the name and mailing address where the last Personal Property tax bill was sent. Enter the location of the mobile home when it was last taxed.

If the mobile home has not billed on a separate personal property account, check the appropriate box, and leave the section blank.

The Sellers name, mailing address, and signature goes on the left side. If there is no seller involved, leave this section blank.

The Buyer/Owner name, current mailing address, and **notarized** signature go on the right side.

DO NOT FILL OUT ANY INFORMATION BEYOND THIS POINT

MOTOR VEHICLE DEPARTMENT

You must submit your documents to the Arizona Motor Vehicle Department (MVD) or Arizona Department of Transportation (AZDOT).

In person: You may bring your ownership documents and completed affixture form to your local MVD office or Authorized Third Party Agency. The Receipt for Surrendered Mobile Home Documents section will be filled out by an agent. The completed affixture form will be handed back to you.

By Mail: Mail a copy of the completed affixture form, the original mobile home ownership documents, and any other documents that may be required to:

**Mobile Home Support Unit
Maildrop 548M
PO Box 2100
Phoenix AZ 85001**

Please include your mailing address, e-mail address, and phone number. You may provide a self-addressed envelope or Fed-Ex label. The ADOT Receipt for Surrendered Mobile Home Documents will be mailed or e-mailed to you.

NOTE: Proof that there are no delinquent taxes owing on the home may be required by MVD/ADOT prior to completing the process. A Statement of Taxes Due is available from the county Treasurer's office for the Parcel Number or Tax Id Number the home is billed on.

If you have questions regarding this process you can e-mail the ADOT Mobile Home Support Team at mobilehomesupport@azdot.gov.

MOHAVE COUNTY RECORDER

Bring your completed affixture form (and ADOT Receipt for Surrendered Mobile Home Documents, if applicable) to your local Recorder's office to be recorded. For questions regarding how to record your document by mail or recording fees, please contact any of the offices below.

Kingman
700 W Beale Street
Kingman AZ 86401
928-753-0701

Lake Havasu City
2001 College Drive Ste. 93
Lake Havasu City AZ 86403
928-453-0702

Bullhead City
1130 Hancock Road
Bullhead City AZ 86442
928-758-0701

MOHAVE COUNTY ASSESSOR

The Assessor's office will receive a copy of the affidavit of affixture from the Recorder's office. We will affix your mobile home for the appropriate tax year.