

REQUEST TO TAX A MANUFACTURED HOME AS REAL PROPERTY

CERTIFICATE OF MANUFACTURED HOMEOWNER

TO COUNTY AUDITOR

OWNER'S NAME(S) \_\_\_\_\_

PROPERTY ADDRESS \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_

TOWNSHIP \_\_\_\_\_ TELEPHONE \_\_\_\_\_

PARCEL NUMBER \_\_\_\_\_

Dimensions of Home \_\_\_\_\_ Wood Fireplace \_\_\_\_\_

Sale Price \_\_\_\_\_ Number of Rooms \_\_\_\_\_

Type of Heat \_\_\_\_\_ Number of Baths \_\_\_\_\_

Air Cond. Yes \_\_\_\_\_ No \_\_\_\_\_ Paneled Walls Yes \_\_\_\_\_ No \_\_\_\_\_

Flooring Covering: Tile \_\_\_\_\_ Carpet \_\_\_\_\_

Title # \_\_\_\_\_ Serial # \_\_\_\_\_

We, the undersigned owner(s) of the above listed manufactured home, certify to the Ross County Auditor that this manufactured home is permanently attached to a foundation that extends below the frostline and has lost its potential for mobility as a manufactured home and request that this manufactured home be taxed as real property in the future. I hereby agree to **surrender the original title** of this manufactured home to the Ross County Auditor within 30 days of receipt of title.

OWNER(S) SIGNATURE(S) \_\_\_\_\_

\_\_\_\_\_

Date Certified \_\_\_\_\_

Return to:

**Jeff Lehner**

Ross County Auditor  
2 N. Paint St., Ste G  
Chillicothe, OH 45601  
(740)702-3080

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(This section to be completed by the County Auditor)

CERTIFICATE OF THE COUNTY AUDITOR TO THE CLERK OF COURTS

I, undersigned, Jeff Lehner Ross County Auditor, do hereby certify to the Ross County Clerk of Courts, Title Department that it has been determined that Motor Vehicle

Title # \_\_\_\_\_ for a \_\_\_\_\_ Serial # \_\_\_\_\_

\_\_\_\_\_ Manufactured Home has been set up on a permanent Foundation on a tract of land in \_\_\_\_\_ taxing district Ross County, Ohio. This certificate is to induce the Title Department of the Clerk of Courts, Ross County, to cancel the Certificate of Title above referred to in order to make said manufactured home a permanent part of Real Estate.

Date Certified \_\_\_\_\_ Jeff Lehner, Ross County Auditor

By \_\_\_\_\_  
Deputy Auditor

MANUFACTURED HOME CONVERSION TO REAL ESTATE

I, THE UNDERSIGNED, DO HEREBY CERTIFY TO THE ROSS COUNTY CLERK OF COURTS TITLE DEPT., THAT THE MFG HM DESCRIBED BELOW HAS BEEN SET UPON A PERMANENT FOUNDATION ON A TRACT OF LAND LOCATED IN (TWP) \_\_\_\_\_ (SCHOOL DIST) \_\_\_\_\_ TAXING DISTRICT, ROSS COUNTY, OHIO. THIS IS TO INDUCE THE CLERK OF COURTS TITLE DEPT. TO CANCEL THE CERTIFICATE OF TITLE IN ORDER TO MAKE SAID MFG HOME A PERMANENT PART OF THE REAL ESTATE.

PARCEL NO. \_\_\_\_\_

TITLE NO. \_\_\_\_\_

YEAR \_\_\_\_\_

MAKE \_\_\_\_\_

VIN # \_\_\_\_\_

SIGNED \_\_\_\_\_

\_\_\_\_\_

SWORN TO AND SUBSCRIBED IN MY PRESENCE THIS \_\_\_\_\_ DAY OF \_\_\_\_\_

\_\_\_\_\_  
CLERK OF CTS., DEPUTY CLK., OR NOTARY

DATE: \_\_\_\_\_

TO: ROSS COUNTY AUDITOR

THIS IS TO ADVISE THAT THE CERTIFICATE OF TITLE TO THE BELOW DESCRIBED MFG HOME HAS BEEN SURRENDERED TO OUR OFFICE FOR CANCELLATION AND ENDORSED CONVERTED TO REAL ESTATE AS PER AUDITOR'S CERTIFICATE DATED \_\_\_\_\_.

PARCEL NO. \_\_\_\_\_

TITLE NO. \_\_\_\_\_

YEAR \_\_\_\_\_ MAKE \_\_\_\_\_

VIN # \_\_\_\_\_

OWNERS NAME \_\_\_\_\_

TWP \_\_\_\_\_ SCHOOL DIST. \_\_\_\_\_

\_\_\_\_\_  
CLERK OF COURTS TITLE DEPARTMENT