

**APPLICATION TO PERMANENTLY PLACE MANUFACTURED/MOBILE HOME ON
REAL ESTATE TAXES (a photo showing the home & permanent foundation is required)**

Real Estate Owner(s) _____
Location Address _____
Real Estate Parcel # _____
Manufactured/Mobile
Home Owner(s) _____
Address _____
Registration # _____
Phone Number _____ Make/Year _____
Title Number _____ Serial Number _____

Does Manufactured Home include:

Built In Fireplace? Yes _____ No _____ Slide/Roll out Room? Yes _____ No _____
Tip out Room? Yes _____ No _____ Central Air? Yes _____ No _____

Owner Signature: _____ Date: _____

REQUIREMENTS:

YES NO

1. Permanently attached to a house type foundation
That extends below frost line. (Approx. 30 inches)
2. Permanent utilities hooked up
3. Hitch (draw bar) removed.
4. Wheels and axles removed.
5. Taxes paid to surrender

___ Approved ___ Denied: Completed by _____ Dated _____

Auditor's delete records and do not bill Manufactured/Mobile Home taxes for _____ tax year.
Completed by: _____ Date _____

Auditor's Real Estate: Enter for appraisal and place on _____ tax duplicate.
Completed by: _____ Date _____

TITLE DEPT/CLERK OF COURTS: Title has been deactivated through the State of Ohio.
Completed by: _____ Date _____

CERTIFICATE

**A PHOTO SHOWING THE HOME & PERMANENT FOUNDATION
MUST ACCOMPANY THIS CERTIFICATE.**

I, the undersigned do hereby certify to the Union County Clerk of Court, Title Dept. that
it had been determined that

Title# _____

For a _____ (Year) _____ (Make)

Serial No. _____ Model _____

Has been set upon a permanent foundation, on a tract of land

Located in _____ Taxing District, Union County, Ohio

Prepared by _____

Parcel# _____

Name of Owner (s) _____

Address _____

This Certificate is to induce the Title Department of the Clerk of Court, Union County, to
cancel the Certificate of Title above referred to, in order to make said manufactured home
a permanent part of the Real Estate.

Signed _____ X _____

Filed with Clerk of Courts, Title Department Union County, Dated _____

Signed by: _____