

**CONVERSION OF PERSONAL PROPERTY  
TO REAL PROPERTY INSTRUCTION SHEET  
NYE COUNTY**

- Step 1: Complete owner information in Part I
- Step 2: Sign Part II and/or Part III in front of a notary
- Step 3: Part IV is to be completed by Assessor's Office (verify: person is owner of land and of manufactured house, unless the real Property is leased in accordance with NRS 361.244.1.B; and personal property taxes are paid in full)
- Step 4: Record at Recorder's Office (fee is approximately \$35.00)

NOTE: Do not stamp or write anything in the 1" margins on the form or in the 3" x 3" top right portion of page 1 or the form may be rejected and/or incur additional recording fees.

- Step 5: **Once you receive the recorded original Affidavit of Conversion; send it to Manufactured Housing along with the original title, signed and notarized on the back for the mobile/manufactured home and a check for \$40.00**

Manufactured Housing Division  
1830 E. College Pkwy. #120  
Carson City, NV 89706  
(775) 684-2940

NOTE: The conversion process **IS NOT** complete until the Assessor's Office receives a real property notice from Manufactured Housing. At that time the manufactured house will be placed on the succeeding years' tax roll as real property. In order to reverse the status of the house, proper forms must be completed. Forms for this process should be obtained from your local Assessor's Office. **The home cannot be moved unless an affidavit from real to personal property is recorded and submitted to the Assessor's Office.**

ASSESSOR'S PARCEL # \_\_\_\_\_

**I, the undersigned, hereby affirm that this document submitted for recording does not contain any personal information.**

**AFFIDAVIT OF CONVERSION FOR NYE COUNTY, NEVADA**  
Conversion of Mobile/Manufactured Home to Real Property  
NRS 361.244

Above space for  
Recorder's use only

**Part I - TO BE COMPLETED BY APPLICANT**  
MANUFACTURED/MOBILE HOME INFORMATION

1. Owner/Buyer name \_\_\_\_\_  
Land must be owned by owner of the manufactured/mobile home.
2. Owner of land (if leased) \_\_\_\_\_
3. Physical location of the manufactured/mobile home \_\_\_\_\_  
Town of \_\_\_\_\_ Zip code \_\_\_\_\_
4. Manufactured/mobile home description: Manufacturer \_\_\_\_\_  
Model \_\_\_\_\_ Year of mobile \_\_\_\_\_ Serial # \_\_\_\_\_  
(A)Length \_\_\_\_\_ Width \_\_\_\_\_ (B)Length \_\_\_\_\_ Width \_\_\_\_\_ (C)Length \_\_\_\_\_ Width \_\_\_\_\_
5. New lien holder: Name \_\_\_\_\_  
Address \_\_\_\_\_

**Part II - LAND OWNER SIGNATURE** (If real property is leased in accordance with NRS 361.244.1.B)

As the owner of the real property listed at \_\_\_\_\_,  
I, \_\_\_\_\_ consent to the conversion of the above described  
manufactured home from personal property to real property.

\_\_\_\_\_  
Signature owner/buyer                      Date                      Signature owner/buyer                      Date

\_\_\_\_\_  
Print Name                                      Date                      Print Name                                      Date

State of \_\_\_\_\_, County of \_\_\_\_\_

This instrument was acknowledged before me on \_\_\_\_\_ by \_\_\_\_\_  
and \_\_\_\_\_

Who acknowledged that he executed this affidavit.

\_\_\_\_\_  
Signature of Notarial officer

ASSESSOR'S PARCEL # \_\_\_\_\_

**Part III - OWNER/BUYER SIGNATURE (S)**

The undersigned, as owner(s)/buyer(s) of the above described manufactured/mobile home and real property (unless leased as indicated in Part II and financed in accordance with NRS 361.244.1.B), affirm that the running gear has been removed per NRS 361.244, the home has been installed in accordance with all state and local building codes and agree(s) to the conversion of the above described home to real property, understanding that any liens or encumbrances on the unit may become a lien on the land.

\_\_\_\_\_  
Signature owner/buyer                      Date

\_\_\_\_\_  
Signature owner/buyer                      Date

\_\_\_\_\_  
Print Name                                      Date

\_\_\_\_\_  
Print Name                                      Date

State of \_\_\_\_\_, County of \_\_\_\_\_

This instrument was acknowledged before me on \_\_\_\_\_ by \_\_\_\_\_

and \_\_\_\_\_

Who acknowledged that he executed this affidavit.

\_\_\_\_\_  
Signature of Notarial officer

**Part IV: TO BE COMPLETED BY ASSESSOR**

Confirm Owner of Land and Manufactured/Mobile Home.

1. Assessor's parcel number: \_\_\_\_\_ and  
Land ownership verified by \_\_\_\_\_
2. Manufactured/Mobile Account# \_\_\_\_\_ and  
Manufactured/Mobile ownership verified by \_\_\_\_\_  
Please Print Name \_\_\_\_\_ Date \_\_\_\_\_

**PERSONAL PROPERTY TAXES MUST BE PAID IN FULL FOR THE CURRENT YEAR**

**ALL DOCUMENTS RELATING TO THE MANUFACTURED HOUSE MUST BE SURRENDERED TO THE MANUFACTURED HOUSING DIVISION. THIS CONVERSION IS NOT VALID UNTIL ISSUANCE OF A "REAL PROPERTY NOTICE" TO THE ASSESSOR'S OFFICE. THE MANUFACTURED HOUSE WILL THEN BE PLACED ON THE NEXT SUCCEEDING TAX ROLL AS REAL PROPERTY.**

When Recorded Mail To: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Distribution: ORIGINAL to Manufactured Housing Division  
COPY to Lien holder or Owner/Buyer