

## Procedures for Purging a Manufactured/Mobile Home Title

### **You must print this form and return it to the appropriate office.**

If you have a Colorado title you will have to take title in your name, unless its is already titled that way. After taking title, you will then submit the title to the Assessor's Office to begin the purging process.

If you have a Colorado MSO go directly to the Assessor's Office for the purging process.

If you have an out of state MSO you will need to take Colorado title and pay sales tax on 52% of the purchase price. If the out of state title you will need to take Colorado title and pay sales tax on the purchase price. If the out of state title is already in the owner's name sales tax will not be collected. After taking title then proceed to the Assessor's office.

Any time a title is taken into a new owner's name or transferred from out of state to a Colorado title there is a title fee. You will need to call the Motor Vehicle Office (970-332-5897) for the current title fee.

**After the title or MSO has been purged by the state and documentation of purge is sent to the Motor Vehicle office, the Treasurer will submit a cop of the title and the original purged document received from the state for recording. This will involve a \$16.00 recording fee, which will be the responsibility of the owner. By recording this information, a transfer of ownership will be easier to accomplish. With the title purged, the record with the Department of Revenue will be deleted after a period of time and unrecoverable.**

This last step has been added as a tool for the owner to be able to transfer ownership and have proof that the title has been purged. Lending institutions want proof that the title was purged and there has never been a way of tracking this. With this new process the owner will be able to prove purging and the new owner will be able to utilize that information.

**Request for Purge of Manufactured Home Title**

I, \_\_\_\_\_ hereby request that title # \_\_\_\_\_

for a manufactured home described as follows: MAKE: \_\_\_\_\_ YEAR \_\_\_\_\_

VIN# \_\_\_\_\_ Parcel TAX NUMBER \_\_\_\_\_

be purged from all records at the State Division of Motor Vehicles. The manufactured home is permanently affixed as improvements on Real Estate Parcel Number \_\_\_\_\_ and I understand that henceforth, the home will be assessed with the real estate.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Subscribed and sworn before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

My commission expires: \_\_\_\_\_

\_\_\_\_\_  
Notary Public

Received by:

\_\_\_\_\_  
County Treasurer