

Request for a valid County Tax Certificate

A valid county tax certification is one that has been certified by the county showing that the taxes are paid in full and the certificate is **submitted before the valid through date expires**.

To request a County Tax Certificate, we recommend you call ahead 541-278-6298 to schedule an appointment to ensure someone is here that can help you. Thank you.

What you will need:

- A completed and signed copy of all documents for the type of transaction you are requesting the County Tax Certificate for. Incomplete applications will need to be corrected and or fully completed before a County Tax Certificate will be issued.
- **Taxes paid in full at time of transfer, including pre-payment of taxes, if applicable**

It is the responsibility of the person requesting the Tax Certification to complete the transaction by filing the necessary documents through the Building Code Division. **Obtaining a County Tax Certificate does not cause any changes to the ownership, lender, or manufactured home title. All paperwork along with all fees has to be submitted to the Building Codes Division for processing.**

For requests in person (recommended by appointment) we are located at 216 SE 4th St, Pendleton, Or. 97801 in the Assessor's Office.

For additional information, contact us at 541-278-6298, or visit the Building Code Division website at www.oregon.gov/bcd/man-home-own/Pages/man-home-own-forms.aspx or view the [Manufactured Home Ownership Document Transaction Guide](#).