

# Sell or Buy - Ownership change information (General overview only refer to the [Manufactured Home Ownership Document Guide](#) for more information)

**CHANGING OWNERSHIP OF USED HOME** one that is currently in Manufactured Home Ownership Document (MHODS) data base. (Examples of used home ownership changes are: change of ownership resulting from a sale or inheritance, legal name changes of existing owner, adding a new co-owner or removing an existing owner)

- [Manufactured Home Ownership Document Application for New and Used Homes](#) (form 2952) completed and signed by the buyers, the sellers and security interest / lender if applicable along with supporting documents as needed for the transaction applying for. It is required that the applicant provide contact information when applications are submitted, and there must be a contact number for at least one new owner or the seller.
- Taxes paid in full at the time of transfer, including pre-payment of taxes, if applicable.
- A valid County Tax Certification. 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**.
- If there is a secured party already on record, they must sign acknowledging the transfer or release of their interest before ownership can transfer. The application will not be processed without the secured party's signature.
- If you are removing an owner because you were awarded ownership in a divorce, by right of survivorship, or if you are signing for a trust or conservatorship or signing with power of attorney, submit a notarized [Affidavit in Support of Change to a Manufactured Home](#) (form 5221) for each applicable party with the appropriate box checked.
- For additional information as to the documents needed for your transaction please refer to the [Manufactured Home Ownership Document Guide](#) for more details.
- All forms along with the county tax certificate and necessary BCD fees must be submitted to the Building Codes Division for processing.

**OWNERSHIP FOR NEW HOME** one that is not currently in the Manufactured Home Ownership Document (MHODS) database. (Examples are, one that is a newly built home being registered to the first owner, one that has just recently been moved from "exempt" or inactive status ore a home that is being moved into Oregon from another state)

- [Manufactured Home Ownership Document Application for New and Used Homes](#) (form 2952), completed and signed by the buyers and sellers, with the lender information completed on page 4, if applicable. It is required that the applicant provide contact information when applications are submitted, and there must be a contact number for at least one new owner or the seller.
- Manufactured Certificate of Origin (MCO) for newly built homes. This is provided by the manufacturer or dealer.
- A valid Tax Certification. 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**.
- All forms along with the county tax certificate and necessary BCD fees must be submitted to the Building Codes Division for processing.

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](http://www.oregon.gov/bcd/man-home-own/Pages/man-home-own-forms.aspx) or view the [Manufactured Home Ownership Document Transaction Guide book](#).