

# County of Tulare

221 S Mooney Blvd Room 104E  
Visalia, California 93291-4593



**Cass Cook**  
Auditor-Controller/Treasurer-Tax Collector

Hiley R. Wallis  
Chief Deputy, Treasurer-Tax Collector  
Telephone: (559) 636-5250  
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## MOBILE HOME TAX CLEARANCE CERIFICATE REQUEST

Reason for Request:  Pick-up  Mail  
 Sale of Mobile Home Only  Repossession of Mobile Home  
 Sale of Mobile Home with Land  Other. Specify: \_\_\_\_\_

Requested By: \_\_\_\_\_ Date: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_ Phone#: \_\_\_\_\_  
City, State, ZIP: \_\_\_\_\_ Email: \_\_\_\_\_  
Escrow Officer: \_\_\_\_\_ Escrow#: \_\_\_\_\_  
(IF APPLICABLE) (IF APPLICABLE)

ASSESSMENT NUMBER (Optional): \_\_\_\_\_

### CURRENT REGISTRATION INFORMATION:

License/Decal #: \_\_\_\_\_ Serial #: \_\_\_\_\_  
Make (Manufacturer): \_\_\_\_\_ Year: \_\_\_\_\_  
Transaction Price: \_\_\_\_\_ Transaction Date: \_\_\_\_\_

### CURRENT REGISTERED OWNER'S NAME (As shown on current title with State):

Seller: \_\_\_\_\_  
Mailing address: \_\_\_\_\_  
City, State, ZIP \_\_\_\_\_  
Location of Home (ON TITLE): \_\_\_\_\_  
City, State, ZIP \_\_\_\_\_

### NEW OWNER'S NAME (How new title should read):

Buyer: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
City, State, ZIP \_\_\_\_\_  
New Location & Date moved (IF MOVED): \_\_\_\_\_  
City, State, ZIP \_\_\_\_\_

**ALL PAYMENTS MUST BE IN GUARANTEED FUNDS**  
**CASH, CASHIER'S CHECK OR MONEY ORDER**

*Please be advised that payments made in non-guaranteed funds will result in a 30 day waiting period before our office is able to issue the tax clearance certificate.*

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## PLEASE READ

### **IMPORTANT NOTICE TO ALL SELLERS AND BUYERS OF MOBILE HOMES**

The Department of Housing and Community Development of the State of California records Mobile Home registration. **ONLY** the Department of Housing and Community Development is authorized to transfer title of your mobile home. The transfer process **BEGINS** with a Tax Clearance Certificate issued by the local County Tax Collector. The applicant sends the Tax Clearance Certificate, signed Certificate of Title and other paperwork to the Department of Housing and Community Development.

This Tax Clearance Certificate states that the Local Property Taxes for a given Mobile Home have been paid. Since by their nature, Mobile Homes can move, the State of California uses this to insure the counties have received these taxes. *If a Certificate is to be valid between January 1st (when values for all properties are calculated and assesses are listed) and September 1st (when the new Taxes are available), an estimated amount for this new Tax Year shall also be collected.*

The Department of Housing and Community Development records the change of ownership and notifies the local County Assessor of the completed transaction. **ONLY** when such notification is received shall the Seller's name be removed from the assessment roll and the Buyer's name added to the roll.

The ***AVERAGE TIME TO TRANSFER TITLE IS TWO MONTHS***; Any errors or discrepancies submitted by sellers, buyers or agents *may increase this time up to another six months to one year.* It is critical that all documentation be submitted correctly.

The Tulare County Assessor is currently backlogged. It is taking them up to five to eight months to process the changes when they receive the change of ownership from the Department of Housing and Community Development. **If you have not received your tax bill by November 1st**, contact us to verify the amount.

If you will be living in the mobile home, you may be eligible for a ***Homeowner's Exemption***. This may save you up to \$70.00 per year on your taxes. When you receive your new title from the Department of Housing and Community Development, visit the Tulare County Assessor to apply for this exemption.

**SELLER:** Your responsibility does not end until your name is removed from the assessment roll. Until the title is changed on the assessment roll, you will receive the tax billing. If taxes are not paid, the lien **will** be recorded against you, as the owner of record.

**BUYER:** Although you may not receive a tax bill immediately, you will ultimately be responsible for paying taxes every December 10th, and April 10th. *If you do not receive a tax bill by November 1st*, contact us **immediately**. Each unpaid tax bill can result in a personal lien against you.

Department of Housing and Community Development  
Telephone: (800) 952-8356  
3220 South Higuera, Room 103 B  
San Luis Obispo, CA 93401  
(805) 549-3373

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