



STATE OF NEW MEXICO - TAXATION AND REVENUE DEPARTMENT

**Title Clearance Request
MANUFACTURED HOME PURCHASED OUTSIDE NEW MEXICO**

As the buyer of a manufactured home purchased outside of New Mexico you are required to secure title clearance pursuant to Section 7-9-7 NMSA 1978 "Imposition and Rate of Tax -- Denomination as Compensating Tax".

INSTRUCTIONS: 1) complete the information requested below, 2) **attach a photocopy of sales invoice or bill of sale along with any taxes due, or invoice showing tax paid to another state**, 3) mail or deliver this completed form to the Taxation and Revenue Department, P.O. Box 630, Santa Fe, New Mexico 87504-0630 or any of the local district offices listed on the back of this form, 4) **once the clearance request has been approved by the Audit and Compliance Division it will be returned as requested below**, 5) send to the Motor Vehicle Division all necessary documentation to title the manufactured home in New Mexico (see Motor Vehicle Division requirements on back).

| | | |
|--|----------------------|------------------------------|
| Name of Manufactured Home Owner | | Phone Number |
| Street or Mailing Address | | |
| City | State | Zip Code |
| Name of Dealer | | Dealer's New Mexico I.D. No. |
| Dealer's Street Address | | |
| City | State | Zip Code |
| Manufacturer of Manufactured Home | Model Number or Name | Serial Number |
| Length and Width of Manufactured Home | Date of Purchase | Sales Price |
| MANUFACTURED HOME TITLE CLEARANCE IS TO BE RETURNED TO: | | |
| Name | | |
| Street or Mailing Address | | |
| City | State | Zip Code |

I hereby apply to the Taxation and Revenue Department for a clearance to obtain a title on the manufactured home described above.

| | |
|--------------------|------|
| Signature of Owner | Date |
|--------------------|------|

I hereby authorize _____ of _____ to represent me with my Manufactured Home Title Clearance request.

| | |
|--------------------|------|
| Signature of Owner | Date |
|--------------------|------|

TO BE COMPLETED BY THE TAXATION AND REVENUE DEPARTMENT

| | |
|---|----|
| 1. Sale price of manufactured home | \$ |
| 2. 5% of Line 1 | \$ |
| 3. Sales, use, excise, manufacturers tax paid to another state (attach proof of payment) | \$ |
| 4. Gross receipts tax or compensating tax collected by dealer registered with the Taxation and Revenue Department | \$ |
| 5. Compensating tax due (Line 2 less Lines 3 or 4) plus any penalty and interest | \$ |
| 6. Tax enclosed or collected from manufactured home owner | \$ |

TITLE CLEARANCE

| | |
|--|------|
| <i>I, the Secretary of Taxation and Revenue, have no objection to the issuance of a Certificate of Title to the manufactured home described.</i> | |
| Signature of Secretary or Delegate | Date |

TAXATION AND REVENUE DEPARTMENT DISTRICT OFFICES

ALBUQUERQUE:

Taxation & Revenue Department
Bank of the West Building
5301 Central Ave., NE
P.O. Box 8485
Albuquerque, NM 87198-8485
Telephone: (505) 841-6200

FARMINGTON:

Taxation & Revenue Department
3501 E. Main Street
P.O. Box 479
Farmington, NM 87499-0479
Telephone: (505) 325-5049

ROSWELL:

Taxation & Revenue Department
400 N. Pennsylvania Ave., Suite 200
P.O. Box 1557
Roswell, NM 88202-1557
Telephone: (505) 624-6065

ALAMOGORDO:

Taxation & Revenue Department
Telephone: (505) 437-2322
(Calls transfer to Las Cruces Office)

HOBBS:

Taxation & Revenue Department
Telephone: (505) 393-0163
(Calls transfer to Roswell Office)

SANTA FE:

Taxation & Revenue Department
1200 South St. Francis Drive
P.O. Box 5374
Santa Fe, NM 87502-5374
Telephone: (505) 827-0951

CARLSBAD:

Taxation & Revenue Department
Telephone: (505) 885-5616
(Calls transfer to Roswell Office)

LAS CRUCES:

Taxation & Revenue Department
2540 El Paseo, Bldg. #2
P.O. Box 607
Las Cruces, NM 88004-0607
Telephone: (505) 524-6225

SILVER CITY:

Taxation & Revenue Department
Telephone: (505) 388-4403
(Calls transfer to Las Cruces Office)

CLOVIS:

Taxation & Revenue Department
Telephone: (505) 763-5515
(Calls transfer to Roswell Office)

MOTOR VEHICLE DIVISION REQUIREMENTS

| Form | Type and/or Purpose | Obtain From | Return To |
|----------------|---|----------------------------------|-----------------------|
| MVD - 10063 | Mobile Home Tax Status Certification must be completed, signed and sealed by the county treasurer or assessor showing that all past and present personal and real property tax liabilities have been paid. | MVD | MVD |
| Dealer Invoice | The Dealer's Invoice or a sale's contract will be accepted by MVD but it must show a complete description of the manufactured home and the gross sales price before any trade in. Note: an "Intent to Purchase" document is not acceptable. | Dealer | MVD |
| MCO | Manufacturer's Certificate of Origin. Issued by the manufacturer and must be the original document. It must contain a complete assignment from the manufacturer to the dealer and from the dealer to the first purchaser. | Manufacturer MVD | MVD |
| MVD-10001 | Application for Vehicle Title and Registration. Includes the size, county of location, location in the county and sales price. | | MVD |
| MVD-10861 | Affidavit of V.I.N. Inspection. All used manufactured homes being titled and registered in New Mexico for the first time must be inspected by MVD or law enforcement personnel to assure that the VIN on the manufactured home matches the VIN on the out-of-state title. | MVD | MVD |
| 10314 | Application for Excessive Size and Weight Permit must be obtained if manufactured home is moved after its initial placement. | Call MTD in Santa Fe at 827-0376 | Issued by Fax or Mail |