



Ten Steps to Obtain Your Title and Registration



Step One: Determine if you are eligible.

You may be able to waive past due fees and taxes if:

- Your mobilehome/manufactured home was registered with the California Department of Housing and Community Development (HCD) in the past by another owner
- Your mobilehome/manufactured home was not previously registered in your name. (You are not eligible if you already have title and past registration and have accumulated past due registration fees or taxes, or if you have already participated in the Fee and Tax Waiver Program.)

Help! I'm not sure if I meet these requirements.

If you are not sure if you meet these requirements, you can contact HCD (call 1-800-952-8356 or email feeandtaxwaiver@hcd.ca.gov).

Step Two: Gather these items.

1. Your decal number.

The decal is a small metal plate that is usually attached to the outside of the home. The decal number is listed on the plate and has three letters and four numbers. (You will be asked to include this decal number on all of your Fee and Tax Waiver program application forms.)

- People who own homes that have a blue HCD decal beginning with the letter "A" are responsible for paying "annual registration renewal" fees and may be able to waive past-due "annual registration renewal" fees.



Blue HCD Decal

- People who own homes that have a red HCD Decal beginning with the letter "L" are responsible for paying "local property" taxes, and may be able to waive past-due "local property" taxes. (Note: These homes were manufactured after July 1, 1980.)



Red HCD Decal

- People who own homes that only have a DMV license number are responsible for paying "annual registration renewal" fees and may be able to waive past-due "annual registration renewal" fees.
 - › If your license plate was issued by the Department of Motor Vehicles (DMV), contact HCD to



DMV License



California Department of Housing & Community Development
2020 West El Camino Avenue
Sacramento, CA 95833

If you have questions at any step of this process, we're here to help! Call us at 1-800-952-8356 or email us at feeandtaxwaiver@hcd.ca.gov. English and Spanish speaking staff available. Interpreters for other languages available upon request.

determine if you are eligible for the Fee and Tax Waiver program (call 1-800-952-8356 or email feeandtaxwaiver@hcd.ca.gov).

2. The last-issued, original “HCD Certificate of Title”.

Help! I have an “HCD Certificate of Title,” but I’m not sure if it’s the last-issued version.

To find out if the “HCD Certificate of Title” that you have is the last-issued version, contact HCD (call 1-800-952-8356 or email feeandtaxwaiver@hcd.ca.gov).

Once you have verified that the “HCD Certificate of Title” you have is the last-issued version, check to see if the previous owner(s) — listed on the front of the certificate — have signed the back of the certificate. If not, have the previous owner(s) sign.

Help! What if I have the last-issued, original “Certificate of Title,” but I cannot find the previous owner(s) to have them sign?

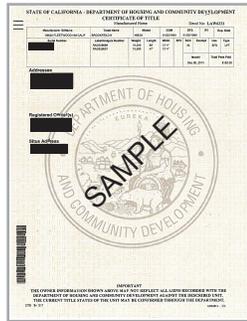
If you cannot find the previous owner, you will need to purchase a “home surety bond.”

A “home surety bond” is an insurance policy you buy from a surety bond company that protects you from any claims, suits, or loss and damage related to the mobilehome/manufactured home that might occur if someone else attempts to claim ownership. Learn more on the HCD website ([Form HCD RT 480.0](http://www.hcd.ca.gov/Form HCD RT 480.0)) at www.hcd.ca.gov/feeandtaxwaiver.html and contact a surety bond company, which you can find in the yellow pages or by going online and searching for “surety bond companies.” (You will submit your surety bond materials with your application.)

Help! What if I don’t have the last-issued, original “Certificate of Title”?

If you do not have the last-issued, original “Certificate of Title”, contact HCD (call 1-800-952-8356 or email feeandtaxwaiver@hcd.ca.gov) and let them know you need a “title search” for your home, so you can complete an “Application for Duplicate Certificate of Title.”

Download the “Application for Duplicate Certificate of Title” ([Form HCD RT 480.4](http://www.hcd.ca.gov/Form HCD RT 480.4)) on the HCD website at www.hcd.ca.gov/feeandtaxwaiver.html and complete



HCD Certificate of Title

the form. You will need to get signatures from the previous owner(s) acknowledging they no longer own the home. (You will submit this form with your application.)

Help! What if I cannot find the previous owner(s) to have them sign?

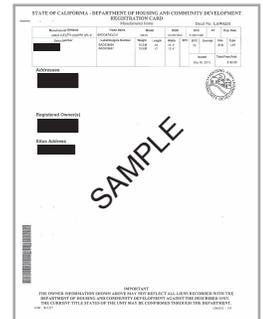
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3. The last-issued original “HCD Registration Card”.

Help! What if I cannot find the last-issued HCD Registration Card?

Download the “Application for Duplicate Registration Card” ([Form HCD RT 481.2](http://www.hcd.ca.gov/Form HCD RT 481.2)) on the HCD website at www.hcd.ca.gov/feeandtaxwaiver.html. Complete and sign the form. (You will submit this form with your application.)



HCD Registration Card

Step Three: Complete the “Multi-Purpose Transfer” form.

This form gives HCD information on how to title your home. It also asks you to verify whether you have a smoke (and carbon monoxide) detector in your home and/or a water heater that’s reinforced (“seismically braced”) to stay put in the event of an earthquake.

1. Download the Multi-Purpose Transfer Form ([Form HCD RT 476.6G](http://www.hcd.ca.gov/Form HCD RT 476.6G)) on the HCD website at www.hcd.ca.gov/feeandtaxwaiver.html.
2. Complete the appropriate sections and sign the form.
3. If there is more than one new owner being added to the title, make sure all of the new owners sign this form. (You will submit this form with your application.)

Step Four: If the decal on your home begins with the letter “A,” complete a “Certification of Retail Value and Purchase Price” form.

You can skip this step if the home was given to you as a gift (no money exchanged hands).

This form certifies the price you paid, as well as the retail value of the home at the time you purchased it in order to calculate the sales tax known as “use tax.” The use tax is calculated based on either the purchase price or the retail value, whichever is lower. The money is collected by HCD and sent to the California Board of Equalization, which receives all sales taxes on behalf of the state.

Download and complete the “Certification of Retail Value and Purchase Price” form ([Form HCD RT 476.4](#)). (You will submit this form with your application.)

Step Five: Complete the application and submit with your documents.

Now, you’re ready to fill out the application.

Visit the HCD website at

www.hcd.ca.gov/feeandtaxwaiver.html.

- If your HCD decal number begins with the letter “L,” use [this application](#). (PDF)
- If your HCD decal number begins with the letter “A,” use [this application](#). (PDF)

Download, complete, print, and sign the application.

You will be submitting your application along with the following documents you’ve already gathered:

- The last-issued original “HCD Certificate of Title” signed by previous owner(s)
 - › If you don’t have this item, you will submit the “Application for Duplicate Certificate of Title” ([Form HCD RT 480.4](#))
- The last-issued original “HCD Registration Card”
 - › If you don’t have this item, you will submit the “Application for Duplicate Registration Card” ([Form HCD RT 481.2](#))
- The “Multi-Purpose Transfer” form ([HCD RT 476.6G](#))
- If the decal on your home begins with the letter “A,” submit the “Certification of Retail Value and Purchase Price” form ([Form HCD RT 476.4](#))
- If you purchased a home surety bond, your surety bond materials

Step Six: Determine the fees associated with your application.

- All applicants pay a \$50 Fee and Tax Waiver Processing Fee.
 - Did you purchase your home?
 - Add the \$10 Mobilehome Recovery Fund fee (MHRF).
 - Is there a legal owner on record for the home?
 - Add the \$25 Lien Registration Service Fee.
 - Does the decal on your home begin with the letter “A?”
 - Add the “use tax” fee you calculated on your “Certification of Retail Value and Purchase Price” form ([Form HCD RT 476.4](#)) in step four.
 - Add a pro-rated annual registration fee.
 - Does the decal on your home begin with the letter “L?”
 - Add a \$23 per section registration fee.
 - Does the decal on your home begin with the letter “L” AND you do not own the land your manufactured/mobilehome is located on?
 - Add a \$5 per section Mobilehome Park Purchase Fund fee (PPF).
- Please call HCD at (800) 952-8356 to have a Fee and Tax Waiver Program specialist determine your fees due.

Step Seven: Submit your application, materials, and payment.

In-person: If you are submitting your application and materials in-person, you can pay with:

- Cash
- Credit card
- Check (made payable to HCD)
- Money order (made payable to HCD)

Locations

HCD Headquarters
2020 West El Camino Avenue, Suite 200
Sacramento, CA 95833
Phone: 1-800-952-8356

HCD District Office
1530 Hilton Head Road, Suite 107
El Cajon, CA 92019-4655
Phone: 1-619-441-2326

HCD District Office
2986 Bechelli Lane, Suite 201
Redding, CA 96002-1903
Phone: 1-530-224-4815

HCD District Office
3737 Main Street, Suite 400
Riverside, CA 92501-3337
Phone: 1-951-782-4431

HCD District Office
3220 South Higuera, Room 103 B
San Luis Obispo, CA 93401-6982
Phone: 1-805-549-3373

By mail: If you are submitting your application and materials by mail, you can pay with:

- Check (made payable to HCD)
- Money order (made payable to HCD)

If paying by mail, we strongly encourage you to use U.S. Priority Mail with tracking, so you can confirm its safe delivery to HCD.

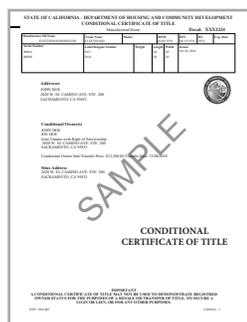
Mail to:
HCD
PO BOX 777
Sacramento, CA 95812-0777

If all documents and fees are in order, you can expect to receive your title and registration within approximately 30 days.

Important – If the decal on your home begins with the letter “L” you have one more step.

Step Eight: If the decal on your home begins with the letter “L,” once HCD receives your application and fees, HCD will mail you a “Conditional Certificate of Title.”

- When you receive this certificate, take it to your county tax collector’s office (which you can find online by searching for “county tax collector’s office”).
- Your county tax collector’s office will review your “Conditional Certificate of Title” and give you a “Tax Liability Certificate.”
- Mail both the “Conditional Certificate of Title” and the “Tax Liability Certificate” to:
HCD
PO BOX 777
Sacramento, CA 95812-0777



Conditional Certificate of Title

- HCD will mail back your new “Certificate of Title” and “Registration Card.” You can expect to receive your title and registration within approximately 30 days.

Step Nine: Now that you have title and current registration, protect your family’s safety and security, by keeping it current.

If the decal on your home begins with the letter “A,” check your registration expiration date and be sure to send in your registration renewal in a year. (You may receive a renewal notice approximately 30-60 days in advance.) If the decal on your home begins with the letter “L,” you will now be receiving property tax bills in your name from your local county treasurer/tax collector. Be sure to check due dates so you stay current.

Step Ten: Protect these documents

Once your “Certificate of Title” and “Registration Card” arrive, protect them by putting them away for safekeeping.

When will I need to show my title and current registration?

You will want to show your title and registration, any time you wish to:

- Transfer the title to someone else – for example, if you decide to leave it to a loved one or sell your home.
- Apply for fire and/or flood insurance.
- Get permits to improve your roof, water heater, or make other permit-required upgrades.
- Apply for gas and electric energy-efficiency, cost-savings and reduction programs.
- Prove your ownership and registration to a landlord or park manager.

For more information, visit
www.RegisterYourMobilehomeCA.org

Would you like to follow up on your application or ask a question?

Call us at **1-800-952-8356**.

English and Spanish speaking staff are available.

Interpreters for other languages are also available upon request.

If you have questions at any step of this process, we’re here to help! Call us at 1-800-952-8356 or email us at feandtaxwaiver@hcd.ca.gov.