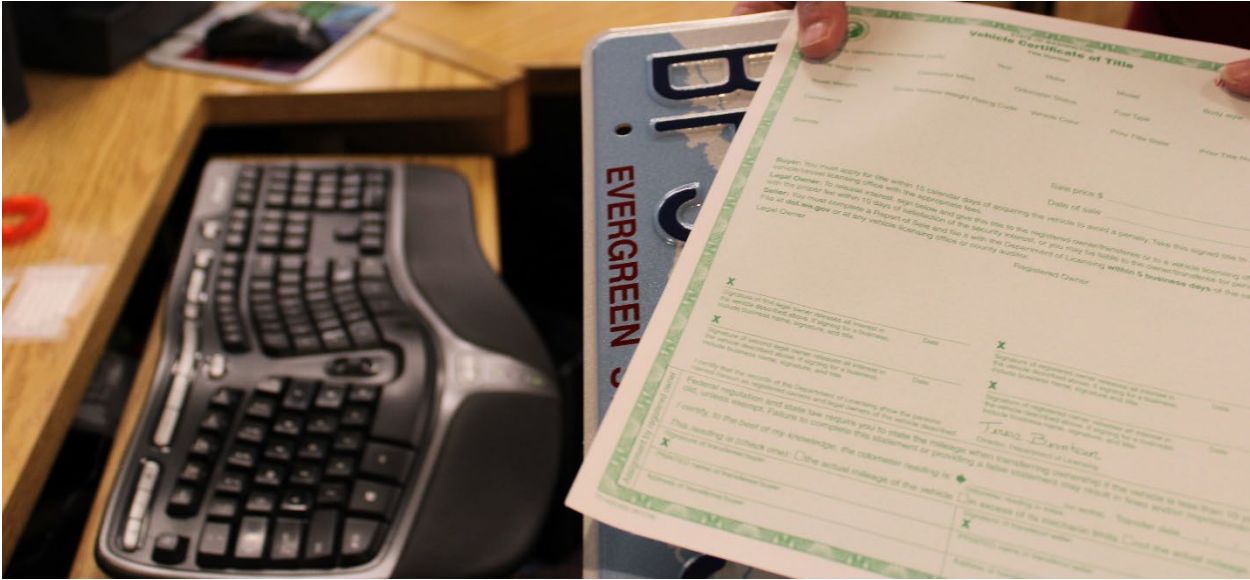


Thurston County Mobile Home Transaction Guide



Prepared by
Thurston County Auditor's Office

Mobile Home Transaction Guide

There are several kinds of mobile home transactions handled by Thurston County. Each transaction travels to multiple offices. These steps are required to happen in a specific order. This guide will ease the transactions by familiarizing you with your role in each step.

Our most important suggestions to customers are:

- All original paperwork and fees should stay together as they travel from office to office.
- Please send us your documents via email before you send us hard copies for approval. This initial step can save weeks during the approval process.

Below are the general steps a mobile home transaction must go through, broken down by transaction type.

Basic Title Transfer

1. Customer prepares an Excise Tax Affidavit, available from the Treasurer's Office.
2. If the mobile is older than 1976, the customer prepares a "Mobile Home Notice Affidavit, available here: <https://www.dol.wa.gov/forms/formstitle.html>.
3. Then, the customer contacts the Treasurer's Office for preliminary review or next steps.
4. Customers delivers paperwork and fees to the Treasurer's Office for processing.
5. The Treasurer's Office returns paperwork to customer after processing.
6. Customer works with the Auditor's Office or a licensing subagent to complete the title transfer. A complete list of subagents is available at the Auditor's Office website at thurstonauditor.org.

Title Elimination

Customer completes the required sections on the Manufactured Home Application. See Manufactured Home Application Instructions, form TD-420-730, for more information:

<https://www.dol.wa.gov/forms/420729.html>

1. Customer scans and emails the application (along with supporting documents) to the Auditor's Office AND the Building Development Center (BDC) for a preliminary review.
2. The customer will be contacted if:
 - a. The Auditor's Office needs additional information
 - b. The BDC is not able to sign off on the title elimination or needs additional information.
3. After getting a thumbs up from both offices, the customer sends original documents and fees to the BDC by mail. The BDC charges \$50 to process a title elimination. The customer should make check payable to Thurston County.
4. After completing their work, the BDC delivers all original documents and fees to the Treasurer's office for processing. At this point, the customer will be contacted and should make checks payable to Thurston County Treasurer.
5. The Treasurer's Office will deliver all original documents and fees to the Auditor's Office after their process is complete, for the final steps with DOL AND Recording. The customer should make checks payable to DOL and Thurston County Auditor.

Transfer in Location

Mobile home is being moved after it was title eliminated

Customer completes the required sections on the Manufactured Home Application. See Manufactured Home Application Instructions, form TD-420-730, for more information:

<https://www.dol.wa.gov/forms/420729.html>

1. Title company signs off on Manufactured Home Application.
2. The applicant or title company scans and emails the application along with all supporting documents to the Auditor's Office AND the Building Development Center (BDC) for a preliminary review.
3. The title company or customer will be contacted if:
 - a. The Auditor's Office needs additional information.
 - b. If the BDC is not able to sign off or needs additional information.,
4. After getting a thumbs up from both offices, the customer or title company sends ALL original documents and fees to the BDC by mail. Make check payable to Thurston County.
6. After completing their work, the BDC delivers all original documents and fees to the Treasurer's office for processing. At this point, the customer will be contacted and should make checks payable to Thurston County Treasurer.
7. The Treasurer's Office delivers all original documents and fees to the Auditor's Office after their process is complete, for the final steps with DOL AND Recording. The customer should make checks payable to DOL and Thurston County Auditor.

Removal from Real Property

Title is being recreated after it was eliminated

1. A title company or customer completes the required sections on the Manufactured Home Application. See Manufactured Home Application Instructions, form TD-420-730, for more information: <https://www.dol.wa.gov/forms/420729.html>
2. Title company signs off on Manufactured Home Application.
3. Title Company or customer scans and emails all documents to the Auditor's Office AND Treasurer's Office for a preliminary review. The Auditor's Office and Treasurer's Office contacts the customer with any questions, or to inform the customer to move on to the next step.
4. After approval from both offices, the customer delivers all original documents and fees to the Treasurer for processing by mail or drop-box. Treasurer will collect taxes or provide proof taxes have been paid. Customer should make checks payable to Thurston County Treasurer.
5. The Treasurer's Office delivers all original documents and fees to the Auditor's Office after their process is complete, for the final steps with DOL AND Recording. The customer should make checks payable to DOL and Thurston County Auditor.

Contact Information

Building Development Center (BDC):

permit@co.thurston.wa.us

Treasurer's Office:

ereet@co.thurston.wa.us

360.786.5542

Auditor's Office:

licensing@co.thurston.wa.us

360.786.5406