

Mobile Home Transaction Guide

Below are the general steps a mobile home must go through, broken down by transaction type. This guide was created simply to aid in the processes and inform those involved. As you can see, each transaction travels to multiple offices and this needs to happen in a very specific order. Please familiarize yourself with the steps and know your role and order in the transaction. The biggest suggestion to customers beyond getting approval from the preliminary reviews, is that all the original paperwork and fees stay together as they travel from office to office.

Basic Title Transfer:

1. Customer needs to prepare an Excise Tax Affidavit, and "Mobile Home Notice Affidavit" (<https://www.dol.wa.gov/forms/formstitle.html>) if the mobile is older than 1976, and contact the Treasurer's Office for preliminary review or next steps.
2. Deliver all required paperwork and fees to the Treasurer's Office for processing.
3. Treasurer's Office will return paperwork to customer.
4. Visit the Auditor's Office website at www.thurstoncountywa.gov/departments/auditor/licensing-services to find a list of DOL subagents that can process the title transfer.

Title Elimination:

1. Applicant completes the required sections on the Manufactured Home Application (see Washington State Department of Licensing Manufactured Home Application Instructions, form TD-420-730 for more information). <https://www.dol.wa.gov/forms/420729.html>
2. Applicant 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.
 - If the Auditor's Office needs additional information, you will be contacted.
 - If the BDC is not able to sign off on the title elimination or needs additional information, you will be contacted.
3. After getting a thumbs up from both offices,
 - Applicant sends ALL original documents and necessary fees required to complete the entire transaction (steps 1-5), to the BDC by mail. The BDC charges \$50 to process a title elimination. Make check payable to Thurston County.
4. The BDC will deliver all original documents and fees to the Treasurer's office for processing after their portion is complete. The Treasurer's internal doors are open. Make checks payable to Thurston County Treasurer.
5. The Treasurer's Office will deliver all original documents and fees to Auditor's Office after their process is complete, for the final steps with DOL AND Recording. Make appropriate checks payable to DOL and Thurston County Auditor.

Transfer in Location (mobile home is being moved after it was title eliminated):

1. Title Company or applicant completes the required sections on the Manufactured Home Application (see Washington State Department of Licensing 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. Applicant/Title Co. 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.
 - If the Auditor's Office needs additional information, you will be contacted.
 - If the BDC is not able to sign off or needs additional information, you will be contacted.
4. After getting a thumbs up from both offices,
 - Applicant/Title Co. sends ALL original documents and necessary fees required to complete the entire transaction (steps 1-6) to the BDC by mail. Make check payable to Thurston County.
5. The BDC will deliver all original documents and fees to the Treasurer's office for processing after their portion is complete. Make checks payable to Thurston County Treasurer.
6. The Treasurer's Office will deliver all original documents and fees to Auditor's Office after their process is complete, for the final steps with DOL AND Recording. Make appropriate checks payable to DOL and Thurston County Auditor.

Removal from Real Property (title is being recreated after it was eliminated):

1. Title Company/Applicant completes the required sections on the Manufactured Home Application (see Washington State Department of Licensing 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/Applicant 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 will contact you with any questions, or to inform you to move on to the next step.
4. After approval from both offices, all original documents and fees required to complete the remaining steps need to be delivered to Treasurer for processing by mail or drop-box. Treasurer will collect taxes if any are owing or provide proof that taxes have been paid. Make checks payable to Thurston County Treasurer.
5. The Treasurer's Office will deliver all original documents and fees to Auditor's Office after their process is complete, for the final steps with DOL AND Recording. Make appropriate checks payable to DOL and Thurston County Auditor.

Contact Info:

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