

DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT**DIVISION OF CODES AND STANDARDS****Registration and Titling Program**

P.O. Box 2111, Sacramento, CA 95812-2111

(916) 323-9224 / 1-800-952-8356

FAX (916) 263-5405

California Relay Service for Hearing-Impaired

From TDD Phones: 1-800-735-2929

From Voice Phones: 1-800-735-2922

www.hcd.ca.gov

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Private Party Sale for a Home on Yearly Registration Renewal with HCD Certificate of Title

IMPORTANT: Please return this letter with the items requested below to the above address.

The following are instructions on how to transfer ownership of a manufactured home or mobilehome sold by someone other than a licensed California dealer when all of the following apply:

- 1) The home is titled with HCD.
- 2) The home is subject to yearly registration renewal, also known as in-lieu taxation (ILT), and bears an HCD decal number that begins with the letter "A."

In order to transfer ownership of a home meeting the above criteria, the following documents and fees must be submitted to the address shown above:

- 1) The original HCD Certificate of Title signed off by all owners printed on the title. The new owners should complete the "New Owner Information" area and sign where appropriate. If the original title has been lost, an [Application for Duplicate Certificate of Title Form \(HCD RT 480.4\)](#) can be completed and submitted with a \$25 duplicate fee.
- 2) The original last issued registered owner's Registration Card or, if lost, an [Application for Duplicate Registration Card Form \(HCD RT 481.2\)](#) completed and submitted with a \$25 duplicate fee.
- 3) [Certificate of Retail Value and Purchase Price Form \(HCD RT 476.4\)](#) completed and signed by the buyers. Compute Use Tax and pay that amount in addition to any other fees required. Use Tax is due unless evidence of an exemption can be presented. Exemption evidence can be presented using a form BOE 111 from the Board of Equalization or the Reason For Use Tax and/or Mobilehome Recovery Fund Fee Exemption portion of the [Multi-Purpose Transfer Form \(HCD RT 476.6G\)](#) completed and signed by buyers.
- 4) [Multi-Purpose Transfer Form \(HCD RT 476.6G\)](#) completed in the appropriate sections and signed by all new buyers.
- 5) Transfer Fee \$35
 Transfer Fee Penalty \$25 (due if postmarked 20 days after date of sale)
 Mobilehome Recovery Fund Fee (MRF) \$10 (due for each sale after 01/01/08)

Lien Registration Fee	\$25 (due if adding, changing or deleting lender)
Duplicate Title Fee	\$25 (due if duplicate submitted)
Duplicate Registration Card Fee	\$25 (due if duplicate submitted)
Use Tax Fee	*
Use Tax Fee Penalty	* (due if postmarked 20 days after date of sale)
Renewal Fees	**

*Use Tax is based on either the Purchase Price or the Kelley Blue Book or N.A.D.A. Appraisal Guide Book, whichever is lesser. If you need a book value quote, you may fax page 2 of the completed Retail Value form to (916) 263-4712.

**Renewal fees are due if current registration will expire within 60 days. If the registration is delinquent, renewal fees and penalties are due. If you do not know the amount due, you may click on [Mobilehome Registration Renewal](#) to determine the amount due. If you own the land on which the mobilehome is located, the Park Purchase Fund Fee is not due. To establish an exemption from payment of this fee, complete the "Park Purchase Fee Exemption" portion on the [Multi-Purpose Transfer Form \(HCD RT 476.6G\)](#).

Make **CHECK OR MONEY ORDER** payable to **HCD** and show the **DECAL NUMBER**.

Please mail to: HCD
P.O. Box 2111
Sacramento, CA 95812-2111

Basic transfer requirements and fees must be postmarked and/or received by HCD within 20 calendar days from the date of sale to avoid transfer penalties.

If after a review of your application additional fees and or documents are required, your application will be returned to you with further instructions for completing your transaction.

If you have any questions regarding the above requirements or forms, please call 1-800-952-8356 or email ContactRT@hcd.ca.gov for assistance.

For office locations, please click here for a list of [DISTRICT OFFICES](#).

For clarification of some of the terminology, please click here for a list of [DEFINITIONS](#).