

**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](http://www.hcd.ca.gov)

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## Changing Ownership into the Name of a Trust for a Home on Local Property Tax with HCD Certificate of Title

The following are instructions on how to record ownership of a manufactured home or mobilehome in the name of a trust when all of the following apply:

- 1) The home is titled with HCD.
- 2) The home is subject to local property taxation (LPT) and bears an HCD decal that begins with the letter "L."

In order to transfer ownership into the name of a trust for 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 owners should complete the "New Owner Information" area, showing the name of the Trust, 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) A valid original Tax Clearance Certificate (not your tax bill) issued by the County Tax Collector where the mobilehome is located. On this form, the name of the Trust should be shown as the Applicant.
- 4) [Multi-Purpose Transfer Form \(HCD RT 476.6G\)](#) completed in appropriate sections and signed by each Trustee.
- 5)

Transfer Fee	\$35
Registration Fee (per section)	\$23 per section
Park Purchase Fee (per section)	\$5 per section (not due if owner owns the land)
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)

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

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](mailto: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](#).

### **Examples of acceptable signatures:**

Smith Family Trust by John Smith Trustee

John Smith Trustee for the Smith Family Trust

Smith Family Trust by Tom Jones Successor Trustee

Tom Jones Successor Trustee for the Smith Family Trust