

**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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## Private Party Sale for a Home on Local Property Tax 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 local property taxation (LPT) and bears an HCD decal number that begins with the letter "L."

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) 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 new buyers should be shown as the Applicant.
- 4) [Multi-Purpose Transfer Form \(HCD RT 476.6G\)](#) completed in 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 01/01/2008)
Registration Fee	\$23 per section
Registration Fee Penalty	\$3 per section (due if postmarked 20 days after date of sale)
Park Purchase Fee	\$5 per section (not due if buyer owns the land)
Lien Registration Fee	\$25 (due if adding, changing or deleting a 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

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](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](#).