



Private Party Sale for a Home on Local Property Tax with HCD Certificate of Title

IMPORTANT: Return this letter with the items requested below to the address listed on page 2.

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 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 listed on page 2:

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 application 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 application fee.
3. A valid original Tax Clearance Certificate (not your tax bill) issued by the County Tax Collector where the home is located. The new buyers should be shown as the Applicant on this form.

For a list of County Tax Collector contact numbers, please visit the [California Board of Equalization's Listing of County Tax Collectors](#) or call (800) 952-8356 for further assistance.

4. [Multi-Purpose Transfer Form](#) (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 \$10 (due for each sale after January 1, 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—Registration and Titling
P.O. Box 277820
Sacramento, CA 95827-7820

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 contact HCD at (800) 952-8356 or ContactRT@hcd.ca.gov for assistance.

Visit HCD’s website for a list of [DISTRICT OFFICES](#) or call (800) 952-8356.