Ten Steps to Obtain Your Title and Registration

Step One: Determine if you are eligible.
You may be able to waive past due fees and taxes if:

- Your mobilehome/manufactured home was registered with the California Department of Housing and Community Development (HCD) in the past by another owner
- Your mobilehome/manufactured home was not previously registered in your name. (You are not eligible if you already have title and past registration and have accumulated past due registration fees or taxes, or if you have already participated in the Fee and Tax Waiver Program.)

Help! I’m not sure if I meet these requirements.
If you are not sure if you meet these requirements, you can contact HCD (call 916-838-8613 or email feeandtaxwaiver@hcd.ca.gov).

Step Two: Gather these items.

1. Your decal number.
The decal is a small metal plate that is usually attached to the outside of the home. The decal number is listed on the plate and has three letters and four numbers. (You will be asked to include this decal number on all of your Fee and Tax Waiver program application forms.)

- People who own homes that have a blue HCD decal beginning with the letter “A” are responsible for paying “annual registration renewal” fees.
- People who own homes that have a red HCD Decal beginning with the letter “L” are responsible for paying “local property” taxes.
- People who own homes that only have a DMV license number are responsible for paying “annual registration renewal” fees.

California Department of Housing & Community Development
2020 West El Camino Avenue
Sacramento, CA 95833

If you have questions at any step of this process, we’re here to help! Call us at 916-838-8613 or email us at feeandtaxwaiver@hcd.ca.gov. English and Spanish speaking staff available. Interpreters for other languages available upon request.
2. Original "HCD Certificate of Title."
   Once you have the “HCD Certificate of Title,” check to see if the previous owner(s) — listed on the front of the title — have signed the back of the title. If not, have the previous owner(s) sign.

Help! What if I have the original “Certificate of Title,” but I cannot find the previous owner(s) to have them sign?
If you cannot find the previous owner, contact HCD (call 916-838-8613 or email feeandtaxwaiver@hcd.ca.gov).

3. The original “HCD Registration Card” or “Application for Duplicate Registration Card” (Form HCD RT 481.2).

Step Three: Complete the "Multi-Purpose Transfer" form.
This form (Form HCD RT 476.6G) gives HCD information on how to title your home. It also asks you to verify whether you have a smoke (and carbon monoxide) detector in your home and/or a water heater that’s reinforced (“seismically braced”) to stay put in the event of an earthquake.

1. Complete the appropriate sections and sign the form.
2. If there is more than one new owner being added to the title, make sure all of the new owners sign this form. (You will submit this form with your application.)

Step Four: If the decal on your home begins with the letter “A,” complete a “Certification of Retail Value and Purchase Price” form.
You can skip this step if the home was given to you as a gift or you purchased it over eight years ago.
This form (Form HCD RT 476.4) certifies the price you paid, as well as the retail value of the home at the time you purchased it in order to calculate the sales tax known as “use tax.” The use tax is calculated based on either the purchase price or the retail value, whichever is lower. The money is collected by HCD and sent to the California Fee and Tax Administration.

Step Five: Complete the application and submit with your documents.
Now, you’re ready to fill out your fee and tax waiver program application — Complete, print, and sign the application.
You will be submitting your application along with the following documents you’ve already gathered:

- The original “HCD Certificate of Title” signed by previous owner(s)
  › If you don’t have this item, you will submit the “Application for Duplicate Certificate of Title” (Form HCD RT 480.4)
- The last-issued original “HCD Registration Card”
  › If you don’t have this item, you will submit the “Application for Duplicate Registration Card” (Form HCD RT 481.2)
- The “Multi-Purpose Transfer” form (HCD RT 476.6G)
- If the decal on your home begins with the letter “A,” submit the “Certification of Retail Value and Purchase Price” form (Form HCD RT 476.4)

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Step Six: Determine the fees associated with your application.

All applicants pay a $50 Fee and Tax Waiver Processing Fee.

If you purchased your home, add the $10 Mobilehome Recovery Fund fee (MHRF).

If there is a legal owner on record for the home, add the $25 Lien Registration Service Fee.

If the decal on your home begins with the letter “A”

Add the “use tax” fee you calculated on your “Certification of Retail Value and Purchase Price” form (Form HCD RT 476.4).

Add a pro-rated annual registration fee. Please call HCD at 916-838-8613 to have a fee and tax waiver program specialist to help determine this.

If the decal on your home begins with the letter “L”, add a $23 per section registration fee.

If you do not own the land your manufactured/mobilehome is located on, add a $5 per section Mobilehome Park Purchase Fund fee (PPF).

If you would like assistance with determining your fees, contact HCD (call 916-838-8613 or email feeandtaxwaiver@hcd.ca.gov).

Step Seven: Submit your application, materials, and payment.

By mail, you can pay with:

- Check (made payable to HCD)
- Money order (made payable to HCD)

We strongly encourage you to use U.S. Priority Mail with tracking, so you can confirm its safe delivery to HCD.

Mail to:
HCD
P.O. BOX 276043
Sacramento, CA 95827-6043

If all documents and fees are in order, you can expect to receive your title and registration within approximately 4-6 weeks.

Important – You have one more step if the decal on your home begins with the letter “L.”

Step Eight: If the decal on your home begins with the letter “L,” once HCD receives your application and fees, HCD will mail you a “Conditional Certificate of Title.”

- When you receive this certificate, take it to your county tax collector’s office.
- Your county tax collector’s office will review your “Conditional Certificate of Title” and give you a “Tax Liability Certificate.”
- Mail both the “Conditional Certificate of Title” and the “Tax Liability Certificate” to: HCD
  P.O. BOX 276043
  Sacramento, CA 95827-6043
- HCD will mail back your new “Certificate of Title” and “Registration Card.” You can expect to receive your title and registration within approximately 4-6 weeks.

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Step Nine: Now that you have title and current registration, protect your family’s safety and security by keeping it current.

If the decal on your home begins with the letter “A,” check your registration expiration date and be sure to send in your registration renewal in a timely manner. (You may receive a renewal notice approximately 30-60 days in advance.) If the decal on your home begins with the letter “L,” you will now be receiving property tax bills in your name from your local county treasurer/tax collector. Be sure to check due dates so you stay current.

Step Ten: Protect these documents

Once your “Certificate of Title” and “Registration Card” arrive, protect them by putting them away for safekeeping.

When will I need to show my title and current registration?

You will want to show your title and registration, any time you wish to:

- Transfer the title to someone else – for example, if you decide to leave it to a loved one or sell your home.
- Apply for fire and/or flood insurance.
- Get permits to improve your roof, water heater, or make other permit-required upgrades.
- Apply for gas and electric energy-efficiency, cost-savings and reduction programs.
- Prove your ownership and registration to a landlord or park manager.

For more information, visit www.RegisterYourMobilehomeCA.org

Would you like to follow up on your application or ask a question?
Call us at 916-838-8613.

English and Spanish speaking staff are available.
Interpreters for other languages are also available upon request.

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