

**DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT
DIVISION OF CODES AND STANDARDS
REGISTRATION AND TITLING PROGRAM**

9342 Tech Center Drive, Suite 500, Sacramento, CA 95826
P.O. Box 277820, Sacramento, CA 95827-7820
(800) 952-8356 / TTY (800) 735-2929 / FAX (916) 854-2564
[HCD Website: www.hcd.ca.gov](http://www.hcd.ca.gov)



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

HCD RT 804.6 (Rev. 03/20)

IMPORTANT: Please return this letter with the items requested below to the address listed on side 2.

The following are instructions on how to record ownership of a manufactured home or mobilehome in the name of a trust 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 into the name of a trust for a home meeting the above criteria, the following documents and fees must be submitted to the address listed on side 2 of this letter:

- 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 home is located. The name of the Trust 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 the appropriate sections and signed by each Trustee.

- 5) Transfer Fee \$35
- Registration Fee..... \$23 per section
- Park Purchase Fee \$5 per section (not due if owner 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 277820
 Sacramento, CA 95827-7820

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.

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