

## **MANUFACTURED HOUSING**

### **An Educational Guide to Property Tax in the State of Idaho**

If you own a manufactured home, you may have some questions about how property taxes apply to your home. This brochure answers some of the most frequently asked questions about property taxation of manufactured homes. This information is based on laws in effect on July 1, 2002.

#### **Are Manufactured Homes Assessed for Property Tax?**

Yes, manufactured homes are assessed the same as other residential housing. Unless expressly exempted by law, all property is subject to property taxation and must be assessed at current market value each year. Also, the value of each manufactured home is taxed at the same levy rate as other property in the same geographic area.

#### **Is a Manufactured Home Real or Personal Property?**

Manufactured homes are sometimes treated as real property and other times treated as personal property. If you or a previous owner recorded a Statement of Intent to Declare the structure as real property, it is taxed as real property. If no Statement of Intent to Declare the structure as real property has been completed, recorded, and filed, it is taxed as personal property.

#### **How Do I Declare My Manufactured Home as Real Property?**

To declare a manufactured home as real property, you must also own or lease the land on which the manufactured home is located. Whether you own or lease the land, your manufactured home cannot be declared as real property unless it is permanently affixed to the land. Permanently affixed means complying with the current Idaho manufactured home installation standard available from Idaho's Division of Building Safety. A manufactured home that is permanently affixed to leased land may be declared as real property, if the manufactured home is being financed according to the guidelines of the Federal Home Loan Mortgage Corporation, Federal National Mortgage Association, United States Department of Agriculture, or other entity with similar restrictions on ownership and actions affecting title and possession.

To have your manufactured home declared as real property, you are responsible for completing each step of the following process:

1. Remove the running gear and affix the manufactured home permanently to the land.
2. Complete the Statement of Intent to Declare form. This form is available from some manufactured home dealers, some title companies, some financial institutions, all county assessors and the State Tax Commission.
3. Have an authorized official verify that the running gear has been removed and that the manufactured home is permanently affixed to the land. You can contact your county assessor for help identifying an authorized official.

4. Have the county assessor verify that sales or use tax has been paid on your new manufactured home. If it has not been paid, you must pay the tax to the county assessor who will remit it to the State Tax Commission. A used manufactured home is not subject to Idaho's sales or use tax.
5. Obtain the signature of any lien holder showing their consent to have your manufactured home declared as real property.
6. Take a completed Statement of Intent to Declare form with all required signatures to the county recorder to be recorded.
7. Give the county assessor the following:
  - the title, Manufacturer's Statement of Origin (MSO), or Manufacturer's Certificate of Origin (MCO) and
  - a copy of the recorded Statement of Intent to Declare form.

The county assessor will send all of this information to the Idaho Transportation Department, which will cancel the title. A vehicle identification number (VIN) affidavit of inspection is required if an MSO, MCO, or out-of-state title is submitted. If the manufactured home dealer made an Idaho application for title, this application form may be substituted for the VIN inspection.

## **Can a Manufactured Home That was Declared as Real Property be Moved?**

You cannot physically move any manufactured home that is declared as real property until you first complete the process for the Reversal of Declaration of the Manufactured Home as Real Property. This is even required for property that has been destroyed.

## **Why Declare a Manufactured Home as Real Property?**

You may wish to declare your manufactured home as real property for the following benefits:

- As a buyer, you may receive a lower interest rate if you finance your manufactured home.
- You will receive one tax bill for the combined manufactured home and land (except when the land is leased).
- If the property taxes are not paid when due, a manufactured home declared as real property is treated the same as all other real property. This means the county treasurer will not begin the procedure to take tax deed to the property if the property taxes are paid within three years.

## **My Manufactured Home was Declared as Real Property; How do I Change it Back to Personal Property?**

To have a manufactured home changed from real property to personal property, you are responsible for completing each step of the following process:

1. Give 30 days notice to the county assessor in the county where the real property is located before moving the manufactured home. You give notice by submitting a completed Reversal of Declaration of Manufactured Home as Real Property form and attaching the title report with the appropriate signatures of consent. Except for

owners of rights-of-way or subsurface rights, anyone with an interest in, or title to, the real property where the manufactured home is affixed must provide a signature of consent. For real property manufactured homes permanently affixed to leased land, the attached signatures of consent must include anyone with any interest in the manufactured home.

2. Have the county treasurer verify that the property taxes are paid.
3. Take a completed Reversal of Declaration of Manufactured Home as Real Property form to the county recorder to be recorded.
4. Give the county assessor the following:
  - a copy of the recorded Reversal of Declaration of Manufactured Home as Real Property form,
  - title report, and
  - appropriate signatures of consent.

At the same time, you must apply for a new title to the manufactured home. The county assessor will send all of this information to the Idaho Transportation Department, which will issue the title.

The manufactured home becomes personal property again for current and future owners unless a Statement Of Intent To Declare the manufactured home as real property is once again completed, recorded, and filed.

## When are the Assessed Values and the Tax Bills Sent?

The county assessor mails the assessed values by the first Monday in June. If you do not receive your notice, contact the county assessor.

You should receive your tax bill by or soon after the fourth Monday of November. If you do not receive your property tax bill, contact the county treasurer.

## How is the Assessed Value Decided?

Whether real property or personal property, the assessor calculates the value based on the reported prices paid for other comparable property in the county. The value may reflect depreciation or appreciation based on these reported prices. The law requires the county assessor to assess the property at the estimated market value as of January 1 each year. The value of your manufactured home may be affected by such factors as location, size, condition, issues relating to relocation, etc.

If you are the owner and occupy your manufactured home as your primary residence, you may be eligible for the homeowner's exemption. You may also be eligible for a reduction in property taxes on your manufactured home if you meet certain requirements. For more information, contact your county assessor. Information is also available from the following:

- Property Tax For Homeowners Brochure
- Property Tax Reduction Brochure
- [tax.idaho.gov/tax/propertytax/propertytax.htm](http://tax.idaho.gov/tax/propertytax/propertytax.htm)

## When do I Pay My Property Taxes?

You can pay your property taxes in full by December 20 or pay half by December 20 and the remainder by June 20 of the following year. You may also make periodic payments by first making arrangements with your county treasurer. Unless a manufactured home is declared as real property, the county treasurer is required to collect the property taxes on it in the same manner as all other personal property.

The property taxes on personal property are due and payable on demand from the county treasurer. For example, the county treasurer may make this demand if the manufactured home is being moved or the ownership is being transferred. The county treasurer may demand immediate payment and collect the current year's taxes.

These taxes are based on the most current available value from the assessor and the most current certified tax rate. If the county treasurer does not make demand for immediate payment, the taxes are payable by December 20 and June 20 as stated above.

Contact the county treasurer of the county where the property is located if you have questions about your tax bill.

## What Happens if My Property Tax Payment is Late?

On manufactured homes that are declared as real property, the county may sell the property (manufactured home together with the land) if the property taxes are not paid within three years of the due date.

On manufactured homes that are not declared as real property, the county treasurer will issue a warrant of distraint if the property taxes are not paid when due. The sheriff will serve the warrant of distraint; then, if the property taxes are not paid, the sheriff will seize the manufactured home and may sell it.

Contact the county treasurer of the county where the property is located if you have questions about delinquent property taxes.

### **For More Information, Contact:**

- Your county assessor
- Idaho State Tax Commission: In the Boise area, 334-7736; Toll free, 800-972-7660 x 7736
- Hearing impaired: TDD 1-800-377-3529
- [tax.idaho.gov](http://tax.idaho.gov)

This information was prepared by the Idaho State Tax Commission. It does not provide comprehensive explanations of Idaho tax laws or rules. Specific questions should be addressed to the Tax Commission.