

# Vehicle Licensing Guide

## Manufactured Home Converted to Real Estate or Personal Property VLIC-3.440

**Original Date:** 11/16/1990

**Revision Date:** 07/01/2017

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POLICY	
<b>Title:</b> Manufactured Home Converted to Real Estate or Personal Property	
<b>Effective Date:</b> November 16, 1990	<b>Revision Date:</b> July 01, 2014
<b>Authority:</b> Code of Virginia §§ <a href="#">36-85.3</a> , <a href="#">46.2-100</a> , <a href="#">46.2-600</a> , <<<<<REVISION <a href="#">46.2-603</a> , <a href="#">46.2-632</a> , <a href="#">46.2-633.2</a> END REVISION>>>>>>> <a href="#">46.2-653</a> , <<<<<REVISION <a href="#">46.2-653.1</a> , END REVISION>>>>>>> <a href="#">46.2-692</a> , <a href="#">58.1-2401</a> and <a href="#">58.1-2402</a>	
<b>Policy:</b> DMV will convert a manufactured home titled in Virginia from personal property to real property (real estate) and cancel its title provided the owner certifies the following: <ul style="list-style-type: none"><li>• The wheels and other equipment used for mobility have been removed from the manufactured home,</li><li>• The manufactured home has been attached to property (real estate) owned by the manufactured home owner.</li><li>• No unsatisfied security interests (liens) exist for the manufactured home.</li></ul> <<<<<REVISION Effective July 1, 2014, the Titling Work Center at Headquarters (HQ) will process applications from customers who request to convert manufactured homes from real property (real estate) back to personal property and issue a new title provided the customer mails all required applications, documents, and evidence to the work center, or drops documents at a CSC for forwarding. <ul style="list-style-type: none"><li>• Manufactured homes converted from real property (real estate) back to personal property and issued a title are exempt from sales and use tax (SUT). <b>END REVISION&gt;&gt;&gt;&gt;&gt;</b></li></ul>	
<b>Exception:</b> N/A	

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### DEFINITIONS

**Manufactured Home** - A structure subject to federal regulation that is:

- Subject to federal regulations,
- Transportable in one or more sections,
- Eight body feet or more in width or 40 body feet or more in length when in traveling mode,  
Or  
Three hundred twenty (320) or more square feet when erected on site,
- Built on a permanent chassis,
- Designed to be used as a dwelling with or without a permanent foundation when connected to the required utilities, and contains plumbing, heating, air conditioning, and electrical systems within.

#### <<<<<REVISION

**NOTE:** A Manufactured Home is NOT a park model recreational vehicle. A park model recreational vehicle is a vehicle that is:

1. A temporary living quarter for recreational, camping, travel, or seasonal use,
2. Not permanently affixed to real property for use as a permanent dwelling,
3. Built on a single chassis mounted on wheels, and
4. Certified by the manufacturer as complying with the American National Standards Institute (ANSI) A119.5 Park Model Recreational Vehicle Standard. **END REVISION>>>>>**

**Personal Property** – Private property that is not affixed and can be moved from one location to another.

**Real Property (Real Estate)** – A legally defined section of land that includes all structures (buildings), firmly attached and integrated equipment (machinery, light fixtures, well pump, etc.), anything growing on the land, and all "interests" in the property.

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## CUSTOMER REQUIREMENTS

### Converting a manufactured home that is titled in Virginia from personal property to real property (real estate):

1. Manufactured home owner must have:
  - Removed the wheels and other equipment used for mobility from the manufactured home, and
  - Attached it to real property (real estate) owned by the manufactured home owner.
2. Obtain lien satisfaction for any outstanding liens on the manufactured home title.
3. Submit the following:
  - Completed, signed and notarized Affidavit for Manufactured Home Conversion to Real Property ([VSA 35](#)).
  - Most current, lien-free Virginia title.

### Detaching (severing) a manufactured home from real property (converting back to personal property) and application for title:

1. Customer must mail all required applications and documents to DMV's Titling Work Center at HQ, or submit to a CSC for forwarding when applying to detach (sever) a manufactured home from real property (real estate):
  - For questions regarding required steps for detaching a manufactured home from real property (real estate), provide the customer with the Manufactured Home Conversion publication ([DMV 276](#)).

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## FRONT COUNTER CSR

### Converting a manufactured home that is titled in Virginia from personal property to real property (real estate):

1. Verify submission of the completed, signed, notarized VSA 35.
  2. Review the submitted Virginia Certificate of Title to verify that:
    - It is the last issued title in the system.
      - Inquire in the system on the manufactured home's VIN to ensure the most recent record is found,
      - Verify that the date on the submitted title matches the date of the last issued title in the system. If the system shows a title was issued AFTER the date printed on the submitted title, the submitted title is not valid.
      - There are no unsatisfied liens on the title.
- NOTE:** Customers unable to submit the title due to its being lost, destroyed, stolen, or otherwise unavailable must first apply for a replacement title, provided there is a vehicle record in the system, and pay required fees (refer to [VLIC-3.115](#)) before proceeding with the conversion.
3. Verify the customer's identity to ensure he is the owner, or has power of attorney for the owner.
  4. Advise the customer to make a photocopy of the Virginia title, and other required documents, to keep for his records.
  5. Remove existing designated beneficiaries (when applicable):
    - Advise customers that beneficiaries currently designated on the title will be removed and the beneficiary designation will no longer apply.
  6. Update the record in the system to show the manufactured home is real property (real estate code-RE: Refer to data entry procedures).
  7. Write "Real Estate" on the front of the Virginia title.
  8. Provide to the owner the letter generated by the system declaring that the title has been surrendered and canceled.
  9. Prepare documents with the correct barcode coversheet and place in the appropriate area for document preparation.

### Detaching (severing) a manufactured home from real property (convert to personal property) and application for title:

1. For customers requesting to convert manufactured homes from real property to personal property:
  - a. Provide the customer with the [DMV 276](#).
  - b. Advise him that the transaction **must be processed by the Titling Work Center at HQ** and that once they have complied with all requirements, they may:
    - i. Drop the required transaction documents and fees at a CSC for forwarding to the Titling Work Center,  
OR
    - ii. Mail the required documents to the Titling Work Center at the address below:

**Virginia Department of Motor Vehicles  
Titling Work Center  
Manufactured Home Converted to Personal Property  
P.O. Box 27412  
Richmond, VA 23269**

2. For customers choosing to drop the application and documents at a CSC:
  - a. If the customer has questions about the required documents, provide him with the [DMV 276](#).  
**NOTE:** DO NOT review the documents or advise the customer before preparing the documents for sending to the Titling Work Center at HQ.
  - b. Fasten all submitted documents and payment together and place in a manila envelope.
  - c. Address the envelope to:  
**Virginia Department of Motor Vehicles  
Titling Work Center  
Manufactured Home Converted to Personal Property  
P.O. Box 27412  
Richmond, VA 23269**
3. Place the manila envelope in the designated area on the back counter for pickup.

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### DMV CONTACT CENTER ACTIONS

- DMV Selects may process manufactured home conversions to real property (real estate).
  - Refer to [Customer Requirements](#) above for information regarding converting a manufactured home to real property (real estate).
- Manufactured homes detached (severed) from real property (real estate) and converted back to personal property are processed ONLY by the Titling Work Center at HQ. Customers have the option to mail the application, documents and fees to the Titling Work Center at HQ, or drop the required documents off at a CSC for forwarding to HQ.
- Advise customers detaching (severing) a manufactured home from real property of the availability online of the Manufactured Home Conversion publication ([DMV 276](#)) for information about applications, required documents, and fees.

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### POINTS TO REMEMBER

- Manufactured homes must be titled in Virginia before being converted to real property (real estate).
- Manufactured home owners may convert a manufactured home from personal property to real property (real estate) at a CSC, DMV Select, or by mailing the required documents to the Titling Work Center at Headquarters (HQ).
- Advise customers converting a manufactured home to real property (real estate) that when a designated beneficiary exists on a manufactured home title, the beneficiary designation will be removed and no longer apply.
- Manufactured homes that are real property (real estate) may be converted back to personal property by the Titling Work Center at HQ ONLY. Customers may choose to mail the required documents and fees, or drop them at a CSC for forwarding.
  - Applications and documents dropped at a CSC by customers applying to detach (sever) a manufactured home from real property (real estate) are NOT REVIEWED by the CSR before forwarding to Titling Work Center at HQ. CSRs will place all submitted documents together in a manila envelope and mail following the guidelines under Front Counter CSR, [Detaching \(severing\) a manufactured home from real property](#), above.  
**IMPORTANT:** Manufactured homes being detached/severed from real property (converted back to personal property) ARE NOT PROCESSED IN THE CSCS. These transactions are processed ONLY by the Titling Work Center at HQ.

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### CONTACT

For additional information contact:

- Your CSC Manager/Assistant Manager
- DMV Contact Center Help Desk at (804) 367-6646
- Vehicle Services/[Titling Work Center](#)

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