

Vehicle Licensing Guide

Manufactured Home/Mobile Office-Application for Title VLIC-3.210

Original Date: 06/1977
Revision Date: 03/25/2025

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POLICY	
Title: Manufactured Home/Mobile Office-Application for Title	
Effective Date: June 1977	Revision Date: July 1, 2014
Authority: Code of Virginia §§ 36-85.3 , 46.2-100 , <<<<<REVISION 46.2-600 , 46.2-603 , 46.2-632 , END REVISION>>>>> 46.2-653 , <<<<<REVISION 46.2-653.1 , END REVISION>>>>> 58.1-2401 , 58.1-2402 (1)(2) , 58.1-2425 , and Va. Admin. Code §§ 13VAC6-20-80 , 13VAC6-20-120	
Policy: A manufactured home or mobile office that is not permanently attached to real property is considered to be a trailer (Va. Code § 46.2-100). Every person residing in Virginia, or his agent, who owns a manufactured home or mobile office must apply to DMV for a certificate of title within 30 days of its purchase or transfer. Sales and use tax (SUT) is collected on the sale or transfer of a manufactured home at a rate of 3%. SUT is collected on the sale or transfer of a mobile office at a rate of 2%. Manufactured homes and mobile offices are not required to be registered in Virginia.	
Exception: <<<<<REVISION Upon removal of the wheels and other equipment previously used for mobility, and once attached and converted to real property (real estate) owned by the manufactured home owner, a manufactured home is no longer considered to be personal property subject to titling requirements. END REVISION>>>>>	

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DEFINITIONS

Manufactured Home/Mobile Home - A structure 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.

A manufactured home is considered to be a trailer, and a trailer is considered to be a vehicle, as defined in Va. Code § [46.2-100](#).

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.

Mobile Office - An industrialized building unit that is:

- Not subject to federal regulations, and may be constructed on a chassis for the purpose of towing to the point of use,
- Designed to be used with or without a permanent foundation,
- For commercial use and not for residential use,
- May be two or more units separately towable, but designed to be joined together at the point of use to form a single commercial structure,
- May be designed for removal to, and installation or erection on other sites.

NOTE: A mobile office is not designed to be used as a dwelling and is therefore not considered to be a manufactured home.

OVERVIEW

Sales and Use Tax (SUT) collected on manufactured homes and on mobile offices is disbursed quarterly by DMV to the localities where the manufactured homes/mobile offices are located.

In addition to the titling and SUT fee, DMV collects a \$30.00 fee from Manufactured Home Dealers for the Department of Housing and Community Development (DHCD) at the time of titling. The fee is not collected on manufactured homes sold by an individual, out-of-state dealer or in a dealer to dealer sale.

Manufactured homes that are titled in Virginia may be converted from personal property to real estate or from real estate back to personal property (refer to [VLIC-3.440](#), Manufactured Home Conversion publication ([DMV 276](#))).

DMV sends a listing of the manufactured homes and mobile offices titled with the Department to the localities.

Manufactured homes may be transported and delivered by obtaining a [hauling permit](#). Mobile offices must obtain an office trailer plate by contacting the [Dealer Services Work Center](#) before being transported.

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CUSTOMER REQUIREMENTS	
Customer must submit the following:	
DMV Forms	Application for Title – Manufactured Home (VSA-17B)
Ownership Documents	One of the following is required: ¹ <ul style="list-style-type: none">• Virginia or out of state Certificate of Title,• a Manufacturer's Certificate of Origin,• a VSA 40 if the customer has utilized the Abandoned Vehicle Process (AVP) (Refer to VLIC-3.305)• a VSA 12 if the customer states that the title is not available. (Refer to VLIC-3.555)<ul style="list-style-type: none">○ Court Order or decree, or other legal document or record establishing that the manufactured home was transferred by the owner listed on the title in system to the current owner.
Proof of Lien Satisfaction when applicable	If unable to obtain lien release because the lender has gone out-of-business, merged, or been taken over by another business, submit evidence of this, along with evidence that the lien has been satisfied. Refer to VLIC-3.615 .
Proof of Address when applicable	Refer to VLIC-3.530 .
Bill of Sale	Required if the sales price is not indicated on the ownership document.
Pay all associated fees	This includes the titling fee, SUT, and DHCD fees.
1. NOTE: If it is not a direct transfer, records must establish a chain of successive ownership of the manufactured home.. <ul style="list-style-type: none">○ For a Court Ordered Title, refer to VLIC-3.315○ If the owner on file is deceased, refer to VLIC-3.505	

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FRONT COUNTER CSR

1. Review the VSA-17B following the guidelines in [VLIC-3.000](#).
2. Verify that the customer has an approved proof of address document, when applicable (refer to [DMV-177](#)).

3. Check title authenticity (refer to the Authenticity Manual/Fraudulent Document Manual).
4. Collect the appropriate title, SUT (refer to [VLIC-4.620](#)), and DHCD fees.
5. ENSURE THAT ALL LIENS HAVE BEEN RECORDED.
6. Proceed with processing the title in accordance with [VLIC-3.000](#)

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FREQUENTLY ASKED QUESTIONS (FAQS) - MANUFACTURED HOMES	
Question	Answer
What documents can a customer present to prove Manufactured Home ownership other than a title?	Refer to Ownership Documents in the chart above.
When can a manufactured home titled in Virginia be converted to real estate?	It may be converted into real estate once the wheels and other equipment used for mobility have been removed and it is attached to real property owned by the manufactured home owner (Refer to VLIC-3.440).
Who can process the conversion of manufactured homes from real property (real estate) to personal property?	This conversion can be done by the Titling Work Center at HQ ONLY (Refer to VLIC-3.440).
Is a mobile office a manufactured home?	No. A mobile office is not considered a manufactured home.
What is the process to obtain a title for an abandoned mobile home?	Refer to the online AVP process. (Refer to VLIC-3.305)

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RELATED LINKS

[VLIC-3.440](#), Manufactured Home/Mobile Home Converted to Real Estate or Personal Property

Manufactured Home Conversion publication ([DMV 276](#))

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CONTACT

For additional information contact:

- Your CSC Manager/Assistant Manager
- VSA/[Titling Work Center](#)

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