

How to Complete This Application

If you have questions, contact the Manufactured Home Unit, 608-264-9596; TTY 608-264-8777, DspsSbManfHomes@wi.gov

To get a title for a manufactured home surrendered, you must complete Sections A through E as they apply and the following:

- Satisfy all liens that are currently listed on the manufactured home title.
- Include the original Certificate of Title of Manufactured Home (not a copy) for the manufactured home you wish to surrender.
- Write **SURRENDER** across the front of the title and attach to this application.
- Mail completed application, original title, and fees to **Dept. of Safety and Professional Services, Manufactured Home Unit, P.O. Box 1355, Madison, WI 53701-1355**

Once the application is received by the Department with all required materials, we will surrender the title in our database. We will mail this application back with the DSPS approval stamped completed along with a Notice of Manufactured Home Title Surrender and Fixture Form. You need to complete this form and take to your local Register of Deeds to be filed.

A. Owner Information

Owner/Co-owner – Fill in the names that appear on the original title. If “And/ Or” is printed on the original title, those names also need to be included on this application. For additional names, attach a separate sheet of paper.

B. Manufactured Home Information –

- **Fill in all identification information about the manufactured home that is titled.**
- **Fill in the county and the address where the Manufactured Home is located.**
- **Fill in a legal description of the Property.**

C. Loan Information - The undersigned states that any lien on this home is recorded as a mortgage or other instrument.

D. Fees - Pay \$40 Surrender Fee
Pay \$15 for fast service requests. (Per Application)

E. Owners Signature(s) – All owner(s) shown in Section A must sign. If an owner is under 18, a separate completed Consent of Purchase form must be included with this application.

The personal information you provided for secondary purposes [Privacy Laws s. 15.04 (1) (m) Stats.]