



WISCONSIN MANUFACTURED HOME CERTIFICATE OF TITLE APPLICATION
http://dsps.wi.gov/sb/SB-DivForms.html#manhome

Section A - Owner Information

PLEASE PRINT CLEARLY. OWNER INFORMATION WILL BE PRINTED ON THE TITLE.

Form fields for Buyer/Owner Legal Name, Co-Owner, Mailing Address, and phone numbers.

Section B - Manufactured Home Information

Form fields for Manufactured Home (Serial) Identification Number, Model Year, Manufacturer/Trade Name, Body Width X Body Length, HUD Numbers, and location details.

Section C - Loan Information

Form fields for loan status, secured party check, List all SECURED PARTY NAME(S), Street Address, City, State, Zip Code, and (Area Code) Phone Number.

Section D - Fees - See Section D on back of form for instructions

Fee schedule table listing Title Original, Title Replacement, Surviving Spouse, Surviving Domestic Partner, Loan Filing, and Requests for Fast Service fees.

Title Method - One of the following must be attached. Certificate or Statement of Origin, Previous Dept. of Commerce/SPS Title, Previous Dept. of Transportation Title, Indemnity Form - Bill of Sale-SBD-10688, Indemnity Form - Supporting Documents-SBD-10688, Abandoned to Landlord-SBD-10702, Repossession-SBD-10699, Court Order. Plus Applicable Forms: Trustee Form-SBD-10700, Transfer to Surviving Spouse, Domestic Partner or Heir Form-SBD-10693 for Home/Property < \$50,000.

Section E - Seller's or Licensed Dealer's Statement of Sale and Warranty (Completed only if purchased through a dealer)

For value received I hereby sell, assign or trade the home described on this document to the purchaser(s) named in Section "A" and I certify that all liens shown on the Certificate of Title and all applicable sales taxes are paid.

Form fields for SALESPERSON or DEALER Name, Dealer License Number, Date Dealer License Expires, and (Area Code) Phone Number.

Wisconsin Dealer Signature also serves as evidence of application for title and payment of fees.

Signature line with 'X' and fields for (Print Name of Salesperson or Dealer's Authorized Agent), (Signature of Salesperson or Dealer's Authorized Agent), and (Date).

WISCONSIN DEPARTMENT OF REVENUE SELLER'S PERMIT NUMBER:

Section F - CERTIFICATION - I (we) certify that the information and statements on this application are true and correct. If an owner is under 18 years old, a separate completed Consent to Purchase form must be included with this application. In accordance with Wis. Stat. s. 101.9204 (2) Any person who knowingly makes a false statement in an application for a certificate of title is guilty of a Class H felony. I understand that a home subject to a recorded mortgage should not be titled.

Signature line with 'X' and fields for (Owner Signature shown in Section A), (Date), (Co-Owner Signature), and (Date).

- Did you:
• Enclose a signed check made out to "State of WI - DSPS"?
• Enclose your original title if needed?
• Sign the application?
• Make a copy of all documents for your records?

Send application and payment to: State of Wisconsin, Department of Safety & Professional Services- Manufactured Homes, P.O. Box 8935, Madison, WI 53708-8935
Overnight mail delivery and Office location: State of Wisconsin, Department of Safety & Professional Services, Manufactured Homes, 1400 East Washington Ave., Madison, WI 53703 **Fast Service Fees Apply. Refer to Section D. **

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, you must complete Sections A through F as they apply.

Include the original Certificate of Title of Manufactured Home (not a copy) for a used manufactured home.

(OR) Include the original Manufacturer's Certificate of Origin for a new Manufactured Home.

To replace a lost or damaged manufactured home title, complete Sections A - F as they apply. Note - The replacement manufactured home title voids all previous certificates.

A. Owner Information - Owners name entered will be the name appearing on the new title. ““And” means all owners must sign to transfer ownership. “Or” means only one owner must sign. For additional names, attach a separate sheet of paper.

B. Manufactured Home Information – Enter all information about the manufactured home. Length and width of the home are approximate.

C. Loan Information - If you borrowed money for this home, contact the lender for the correct information. Please show complete mailing address. Loan filing fee is \$4 for each **new** loan.

D. Fees -

Title (Transfer, Original and Heir) Fee = \$23.00

Wisconsin Title Transfer – This Wisconsin titled manufactured home is being transferred to another owner or a name is being added or deleted from the existing title. Adding or deleting a spouse's name from the title is considered a transfer of ownership. If there is a secured party on the title document accompanying this application, an original lien release is required.

Original Wisconsin Title – The manufactured home to be registered has never been titled or was last titled in another state or country. Submit the Manufacturer's Certificate of Origin (if new home) or original Certificate of Title (if used home).

Heir Transfer

If you are an heir to a Wisconsin titled manufactured home, you need to remove the name of the deceased person as the registered owner on the title. A transfer to surviving spouse form must be included with this application.

Title Replacement Fee = \$8.00

The manufactured home was previously titled in your name and it has been lost, stolen, or mutilated. Title was originally in your name.

Surviving Spouse Transfer Fee = \$15.50

If you are a surviving spouse to the owner of a Wisconsin titled manufactured home, you need to remove the name of the deceased spouse as the registered owner on the title. A transfer to surviving spouse form must be included with this application.

Surviving Domestic Partner under ch 770 Transfer Fee = \$15.50

If you are a surviving spouse to the owner of a Wisconsin titled manufactured home, you need to remove the name of the deceased domestic partner as the registered owner on the title. A transfer to surviving domestic partner form must be included with this application.

Loan Filing (Lien) Fee = \$4.00 (Per Loan)

If you borrowed money for this home, contact the lender for the correct information. Please show complete mailing address.

Request For Fast Service Fee = \$15.00 (Per Application)

To request immediate processing of your title, attach \$15.00 fee per application. This applies to all title applications that are sent to our office, including walk-in customers and applications sent overnight.

Salvage or Flood Damage Title = NO FEE

A Wisconsin salvage title is for a manufactured home that does not meet the definition of “junk” and is damaged by collision, flood damage or other occurrence to the extent that the estimated or actual cost, whichever is greater or repairing the manufactured home exceeds 70% of its fair market value. “Junked” means dismantled for parts or scrapped. It is also for a manufactured home which was last titled in another state as a salvage home. Write “Junked” or “Salvaged” on title and mail to our office.

E. Licensed Dealer's Statement of Sale and Warranty – If the sale is a “Courtesy Delivery” or a “Consigned Manufactured Home”, write this in the Dealer Number space.

- **Sales Tax** - The Dealer signature also serves as evidence that the appropriate sales taxes have been collected and forwarded to the Department of Revenue. Note: *The amount subject to sales tax for new homes is 65% of the full purchase price of home described in section B. No sales tax is owed for used homes.*

- **Wisconsin Dept. of Revenue Seller's Permit Number:** Dealers that sell new homes are required to have a seller's permit number issued through the Dept. of Revenue. Dealers that sell only used homes need not have the permit number. Enter “sell only used homes” in this line.

- **Out of state dealers** must contact the Manufactured Home Unit for additional instructions.

F. Owners Signatures – All owners 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.