

Wisconsin Department of Safety and Professional Services

Mail To: P.O. Box 8935
Madison, WI 53708-8935
Fax #: (608) 267-0592
Phone # (608) 266-2112

Office Location: 4822 Madison Yards Way
Madison, WI 53705
E-Mail: dspssbmanfhomes@wisconsin.gov
Website: <http://dps.wi.gov>

DIVISION OF PROFESSIONAL CREDENTIAL PROCESSING

INFORMATION FOR COMPLETING WISCONSIN ACKNOWLEDGEMENT OF MANUFACTURED HOME TITLE SURRENDER

If you have questions, contact the Manufactured Home Unit, 608-266-2112 (Option 3) or dspssbmanfhomes@wisconsin.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 and submit a lien release.
- Sign application (#SBD-3209).
- 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.
- Enclose a copy of the deed or tax bill to the title you send.
- Make a copy of all documents for your records.
- Mail completed application, original title, and fees.

Regular Mail

State of WI Department of Safety and Professional Services
Manufactured Home Unit
P.O. Box 8935, Madison, WI 53708-8935.

Overnight Mail Delivery and Office Location (**Fast Service Fees Apply. Refer to Section D. **)

State of WI Department of Safety and Professional Services
4822 Madison Yards Way
Madison, WI 53705

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. It is your responsibility to file the fixture to real property with your local Register of Deeds.

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 application.

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. If the description does not fit, you may attach it on a separate piece of paper and write “See Attached” in the space provided in Section B.**

C. Loan Information

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

D. Fees – Enclose a signed check or money order made out to “State of WI-DSPS.”

- **Pay \$40.00 Surrender Fee**
- **Pay \$15.00 for fast service requests. (Pay \$15.00 for each application.)**

E. Owners Signature(s)

All owner(s) shown in Section A must sign. If an owner is under 18 years of age, a separate completed Statement of Consent of Purchase form ([#SBD-10773](#)) must be included with this application.

The Wisconsin Department of Safety and Professional Services may use the personal information you provided for secondary purposes ([Privacy Law § 15.04\(1\)\(m\)](#)).

Wisconsin Department of Safety and Professional Services

Mail To: P.O. Box 8935
Madison, WI 53708-8935
FAX #: (608) 267-0592
Phone #: (608) 266-2112

Office Location: 4822 Madison Yards Way
Madison, WI 53705
E-Mail: dpspsbmanfhomes@wisconsin.gov
Website: <http://dps.wi.gov>

DIVISION OF PROFESSIONAL CREDENTIAL PROCESSING

WISCONSIN ACKNOWLEDGEMENT OF MANUFACTURED HOME TITLE SURRENDER

SECTION A – OWNER’S INFORMATION

Owner(s) Name:

Last Name First Name MI Owner’s Daytime Telephone Number

Co-Owner Name: (if any) (If there are co-owners, you **MUST** check one of the following boxes before submitting: AND OR.)

Last Name First Name MI Co-Owner’s Daytime Telephone Number

Mailing Address (street, city, state, zip code)

E-mail Address

SECTION B – MANUFACTURED HOME INFORMATION

Manufactured Home (Serial) Identification # Model Year Manufacturer/Trade Name

Body Width x Body Length (with hitch) HUD Number(s) (if available)

County Home Located in Address for Location of Manufactured Home (street, city, state, zip code)

Legal Description of Property (May write “See Attached” below and attach the legal description written on a separate piece of paper.)

SECTION C – LOAN INFORMATION

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

SECTION D – REQUIRED FEES (See Section D on page i of form for instructions.)

+ \$40.00 Title Fee Surrender Fee
+ \$15.00 Fast Service Fee – Optional- is charged per application (example: 2 applications x \$15.00 = total fee of \$30.00).
= \$ _____ Total Fee Attached

SECTION E

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 Statement of Consent to Purchase form (#SBD-10773) must be included with this application. In accordance with [Wis. Stat. § 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 (we) hold the Department of Safety and Professional Services harmless against any and all claims which may be brought regarding the surrender of title or conversion of personal property to real property.

Owner Signature (Print and Sign Form)

Date

Co-Owner Signature (Print and Sign Form)

Date

FOR DSPTS OFFICE USE ONLY - DSPTS Approval

Transaction Number: _____

IMPORTANT: REVIEW REQUIREMENTS A THROUGH E ON PAGE i AND SUBMIT ALL REQUIRED DOCUMENTATION.

The department assumes no responsibility for this form. Once the title has been surrendered, this form, along with a Notice of Manufactured Home Title and Surrender and Fixture form will be mailed back to you. **It is your responsibility to file the fixture to real property with your local Register of Deeds.**

Make a copy of all documents for your records.