



# WISCONSIN ACKNOWLEDGEMENT OF MANUFACTURED HOME TITLE SURRENDER

## Section A – Owner Information

Buyer/Owner Legal Name –	Last	First	Middle Initial	(Area Code) Phone Number
Co-Owner Name (if any) –	Last	First	Middle Initial	(Area Code) Phone Number
<input type="checkbox"/> AND <input type="checkbox"/> OR				
Mailing Address	City		State	Zip Code

## Section B – Manufactured Home Information

The title for the Manufactured Home described as follows:

(Serial) Identification Number	Model Year	Manufacturer/Trade Name	Body Width X Body Length [w/hitch]	HUD Numbers
_____	_____	_____	_____	_____

Has been surrendered and the home is a fixture and attached to the real property described as follows:

Manufactured Home located in County	Address for location of manufactured home
_____	_____

Legal Description of the Property: \_\_\_\_\_

## Section C – Loan Information

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

## Section D – Fees – See Section D on back of form for instructions

Surrender Fee \$40.00	\$ _____
Requests for Fast Service Fee \$15.00 (Per Application)	\$ _____
<b>ENTER FEE TOTAL</b> .....	\$ _____

## Section E – 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 (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.

<u>  X  </u>	_____	<u>  X  </u>	_____
(Owner Signature shown in Section A)	(Date)	(Co-Owner Signature)	(Date)

- Did you:**
- Enclose a signed check made out to “State of WI - DSPTS”?
  - Enclose your original title?
  - 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, 4822 Madison Yards Way, Madison, WI 53705 **\*\*Fast Service Fees Apply. Refer to Section D. \*\***

Phone: (608)264-9596

\*\*The Department assumes no responsibility for this form. Once the title has been surrendered, this form along with a Notice of Manufactured Home Title 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. \*\*

**DSPTS Approval**

Transaction Number: \_\_\_\_\_

# How to Complete This Application

If you have questions, contact the Manufactured Home Unit, 608-264-9596; TTY 608-264-8777, [dspssbmanhomes@wisconsin.gov](mailto:dspssbmanhomes@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.
- 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 8935, Madison, WI 53708-8935**

**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.]