

Wisconsin Department of Safety and Professional Services

Mail To: P.O. Box 8935
Madison, WI 53708-8935
Fax #: (608) 251-3036
Phone # (608) 266-2112

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

DIVISION OF PROFESSIONAL CREDENTIAL PROCESSING

INFORMATION FOR COMPLETING WISCONSIN MANUFACTURED HOME CERTIFICATE OF TITLE APPLICATION

SECTION A – OWNER(S)/CO-OWNER INFORMATION: Use this section to provide information about the Owner(s)/Co-Owner(s) to appear on the title.

Owner/Co-Owner: If there is a co-owner they should be designated “AND” or “OR.”

- “And” means all owners must sign the new title to transfer ownership in the future
- “Or” means only one owner must sign the new title to transfer ownership in the future.

To add more than one co-owner, attach a separate sheet of paper. Remember all co-owner(s) must sign.

Owner(s) / Co-Owner(s) Mailing Address - The address that you provide in this section will be the only address that will appear on the title. Also, this will be the address to which we will mail the title, unless you complete and include **Form #10883** stating otherwise.

SECTION B – MANUFACTURED HOME INFORMATION:

Enter all information about the manufactured home, as stated on the seller’s title or certificate of origin. If you are requesting a replacement title, please provide the information to the best of your knowledge.

SECTION C – FEES AND TRANSACTION TYPE: In this section, you indicate what you are requesting and calculate the appropriate fees. These instructions also indicate if you will need additional forms.

If you are buying the home new, previously owned, or requesting a title when you have never had one, the fee is \$23.00.

- If you are buying the home new, then submit the Certificate of Origin, signed by the dealer.
- If you are buying the home used, then submit the seller’s Certificate of Title, signed by the seller(s), as required.
 - If the seller’s title has a lien less than 20 years old, then you must obtain and submit a Lien Release.
 - If the seller is a probate estate, the personal representative should sign the title. Please also submit a Domiciliary Letter.
- If you do not have a title and have never had a title, complete and submit Form #10688, Indemnity Form.
- If the seller or buyer is a trust, submit form SBD-10700, Trustee Statement.
- If someone is signing as power of attorney for either the buyer or seller, then attach POA documentation.

Please Note: If you pay a fast service fee (\$15.00), this fee **does not** include overnight service back to you, unless you have provided a prepaid overnight envelope, along with your application.

SECTION D – LOAN INFORMATION:

If you do not have a loan on this home, simply check “None.”

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

Replacement: If you previously had a title and lost it, then you may request a replacement title for a fee of \$8.00. The issuance of a replacement title will void your prior title.

Liens: You must submit a \$4.00 fee for every secure party shown in Section C.

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. Please write in “Junked” or “Salvaged” on title and mail to our office.

SECTION E - LICENSED DEALER’S STATEMENT OF SALE AND WARRANTY (This section is **only** for licensed dealers.)

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. Please 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 Department of Revenue (DOR) Seller’s Permit Number: Dealers that sell new homes are required to have a seller’s permit number issued through DOR. 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 at 608-266-2112 (option 3) for additional instructions.

SECTION F – OWNER/NEW OWNERS’ SIGNATURES: All owners and co-owners shown in Section A (or on attachments) must sign. If the seller signature block on the Certificate of Title is dated one (1) month prior to the date in the signature block in Section F of this form, staff will need to verify consent to sell/transfer title with all seller(s) listed as Registered Owners on the original Certificate of Title PRIOR to issuance of a new Certificate of Title. Please note this may cause a delay in new title issuance.

APPLICATION SUBMISSION INSTRUCTIONS: (Make a copy of all documents for your records.)

Include: Payment Title or Certificate of Origin
Include: (if needed) Lien Release Other Documents

Mail to:

State of Wisconsin
DSPS - Manufactured Homes Unit
P.O. Box 8935
Madison, WI 53708-8935

For Overnight Delivery of Application or for Walk-In Service:

Fast Service Fees Apply, Refer to Section D.
DSPS - Manufactured Homes Unit
4822 Madison Yards Way
Madison, WI 53705

If you have any questions, contact the Manufactured Home Unit, 608-266-2112 (Option 3) or Email: DspSbManfHomes@wisconsin.gov.

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Wis. Stat. ch. 101

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DIVISION OF PROFESSIONAL CREDENTIAL PROCESSING MANUFACTURED HOME CERTIFICATE OF TITLE APPLICATION

NOTE: All fields must be completed or application may be returned.

SECTION A – OWNER’S INFORMATION: (Please Print Clearly. Owner(s)/Co-Owner(s) Information will be printed on the title.)

Owner(s) Name: (When adding co-owners, you **MUST** check one of the following boxes before submitting: **AND** **OR**)

Last Name First Name MI

Owner’s Mailing Address (street, city, state, zip code)

Owner’s E-mail Address County

Owner’s Daytime Telephone Number (include area code) - - Are any Owners or Co-Owners under 18 years of age? Yes No
If yes, submit [Form #SBD-10773](#).

Owner’s Social Security Number - - Your Social Security Number or Employer Identification Number must be submitted with your application on this form. If you do not have a Social Security Number, you must complete Form #1051. The Department may not disclose the Social Security Number collected except as authorized by law.

Owner Date of Birth / /

Co-Owner’s Name: (If adding more than one co-owner, please attach additional copies of this form, [#SBD-10687](#).)

Last Name First Name MI

Co-Owner’s Daytime Telephone Number (include area code) - - Co-Owner’s E-mail Address

Co-Owner’s Mailing Address (street, city, state, zip)

Co-Owner’s Social Security Number - - Your Social Security Number or Employer Identification Number must be submitted with your application on this form. If you do not have a Social Security Number, you must complete Form #1051. The Department may not disclose the Social Security Number collected except as authorized by law.

Owner Date of Birth / /

SECTION B – MANUFACTURED HOME’S INFORMATION:

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

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

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

Manufactured Home Community Name (if applicable)

Is this home located on land that you own? Yes No

SECTION C – APPLICATION FEES AND TRANSFER TYPES: Please check applicable boxes. Make check payable to DSPS and attach to this application. Choose one: Original Transfer (See page i for instructions.)

- REQUIRED FEES:**
- + \$23.00 Title Fee (Original plus Certificate of Origin)
 - + \$15.50 Probate Transfer to Surviving Spouse Fee
 - + \$ 8.00 Title Replacement Fee (lost, stolen, or mutilated)
 - + \$ 4.00 is charged per copy of each filing fee (Lien) – List number of Lien copies requested: (example: 2 copies x \$4.00 = total fee of \$8.00).
 - + \$15.00 Faster Service Fee (Optional fee to request expedited processing of your title application via mail or walk-in customer.)
- = \$ _____ Total Fee Attached **Choose one, if applicable:** **Flood Damage (no fee)** **Salvage (no fee)** **Junked (no fee)**

Wisconsin Department of Safety and Professional Services

(YOU MUST INCLUDE PAGE 2 OF 2 FOR YOUR APPLICATION TO BE COMPLETE.)

SECTION D – LOAN INFORMATION - Provide loan information or check here if there is no secured party.

List all Secured Party Name(s): **(Lien Holders, make copy of this Form #SBD-10687, and attach if additional room is needed.)**

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

Daytime Telephone Number: (include area code)

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SECTION E - LICENSED DEALER'S STATEMENT OF SALE AND WARRANTY: (This section is for dealer use only.)

For the 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.

Dealer's Name

Dealer's License Number**

Dealer's License Expiration Date

 / /

Dealer's License Number **must begin with "MH-." Look-up credential via eSLA Public Look-up at <https://esla.force.com/publiclookup>.

Daytime Telephone Number (include area code)

E-mail Address

 - -

Salesperson's Name

Wisconsin Department of Revenue Seller's Permit Number

Signing Salesperson or Dealer Printed Name

Signature (Print and Sign Form)

Date Signed

 / /

SECTION F - OWNERS' SIGNATURES:

I/We hereby certify that the information and statements on this application are true and correct. I hereby understand that under 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 also understand that a home subject to a recorded mortgage should not be titled. I hereby certify that all current Owners/Sellers listed on the manufactured home Certificate of Title consent to the sale of the manufactured home to the person(s) listed as Owner and Co-Owner, under Section "A" of this form.

(Owner Signature shown in Section A) (Print and Sign Form)

(Please print the name indicated above.)

Date Signed

 / /

(Co-Owner Signature required if one is shown in Section A.) (Print and Sign Form)

(Printed Co-Owner Signature required if one is shown in Section A.)

Date Signed

 / /

Release of Information:

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