



WISCONSIN ACKNOWLEDGEMENT OF MANUFACTURED HOME TITLE SURRENDER

Manufactured Home Title Surrender Form #SBD-10885 has been replaced by Form #SB-3209.

Section A - Owner Information. Includes fields for Buyer/Owner Legal Name (Last, First, Middle Initial, Phone Number), Co-Owner Name (if any), Mailing Address (City, State, Zip Code), and checkboxes for AND/OR.

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Legal Description of the Property: Manufactured Home Title Surrender Form #SBD-10885 has been replaced by Form #SB-3209.

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), ENTER FEE TOTAL

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.

X (Owner Signature shown in Section A), X (Co-Owner Signature), (Date)

- Did you: Enclose a signed check made out to "State of WI - DSPS"? 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, 1400 East Washington Ave., Madison, WI 53703 **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. **

DSPS Approval box containing Transaction Number: _____

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 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.

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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.]