

Wisconsin Department of Safety and Professional Services

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

Location Address: 4822 Madison Yards Way
Madison, WI 53705

E-Mail: dpspsbmanfhomes@wisconsin.gov
Website: <http://dps.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 (not all owners) must sign the new title to transfer ownership in the future.

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 SBD-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 [SBD-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. The fast service application fee **does not** imply immediate processing upon DSPS receipt of the application. Fast service applications are processed in the order they are received.

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.

A mortgage lien cannot be added to a manufactured home title as it is personal property. If you wish to have the home included as part of a mortgage you must go through the title and surrender process to have the home affixed with the Registrar of Deeds. Please have the financial institution submit a letter on letterhead stating the following: “This lien is not for a mortgage or for the land but for the home as personal property solely.” This letter must also include the name of the applicant, the serial number, year, make and address of the home. Please submit a copy of the chattel or security agreement as well.

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/Secured Parties: You must submit a \$4.00 fee for every secured party (lien) shown in Section D.

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 occurrences 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 salvaged 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’s signature also serves as evidence that the appropriate sales taxes have been collected and forwarded to the Wisconsin Department of Revenue. Please Note: The amount subject to sales tax for new homes is 65% of the full purchase price of the 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 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 sellers 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.)

Required – you **must** include: Payment Title or Certificate of Origin
Include if needed: Lien Release Other Documents

Mailing and street addresses are listed in the form header above.

If you have any questions, contact the Manufactured Home Unit, 608-266-2112 or DpsSbManfHomes@wisconsin.gov.

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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.**)

Owner Last Name	Owner First Name	Owner Middle Name

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

Owner’s E-mail Address	County

Owner’s Daytime Phone Number (include area code) <input type="text"/> - <input type="text"/> - <input type="text"/>	Are any Owners or Co-Owners under 18 years of age? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, submit Form #SBD-10773 .	Owner Date of Birth <input type="text"/> / <input type="text"/> / <input type="text"/>
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Owner’s Social Security Number <input type="text"/> - <input type="text"/> - <input type="text"/>	Your social security number (SSN) must be submitted with your application on this form. If you do not have an SSN, you must complete Form 1051 . The Department may not disclose the SSN collected except as authorized by law.
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Co-Owner’s Name: (If adding more than one co-owner, please attach additional copies of this form, #[SBD-10687](#).)

Co-Owner Last Name	Co-Owner First Name	Co-Owner Middle Name

Co-Owner’s Mailing Address (number/street)	(city)	(state)	(zip code)

Co-Owner’s E-mail Address	Co-owner’s Daytime Phone Number (include area code) <input type="text"/> - <input type="text"/> - <input type="text"/>
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Co-Owner’s Social Security Number <input type="text"/> - <input type="text"/> - <input type="text"/>	Your social security number (SSN) must be submitted with your application on this form. See note by Owner SSN above for more information.	Co-Owner Date of Birth <input type="text"/> / <input type="text"/> / <input type="text"/>
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SECTION B – MANUFACTURED HOME INFORMATION:

Manuf Home Serial Identification Number:	Model Year: <input type="text"/>	Manufacturer/Trade Name:	Is this home located on land that you own? <input type="checkbox"/> Yes <input type="checkbox"/> No
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Body Width x Body Length: (with hitch)	HUD Number(s), if available

Address for Location of Manufactured Home: (number/street/unit)	(city)	(state)	(zip code)

Manufactured Home Community Name (if applicable)	County located in:

SECTION C – APPLICATION FEES AND TRANSFER TYPES: Please check applicable boxes. Make check payable to **DSPS and attach to this application.**

REQUIRED FEES:

+ \$23.00 Title Fee (Original title or certificate of origin is required. A title signed over 365 days from postmark of application requires Form [SBD-10688](#) to be completed and additional proof of ownership as listed on this form to be submitted.)

+ \$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. Include \$4.00 for each lien/secured party you list in Section D.

+ \$15.00 Faster Service Fee (Optional fee to request expedited processing of your title application via mail or walk-in customer. The fast service fee does not imply immediate processing upon receipt of application. Fast service applications are processed in the order they are received)

= \$ _____ 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 (number/street)	(city)	(state)	(zip code)

Daytime Telephone Number: (include area code) - -

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
		<input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

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

Salesperson’s Name	Wisconsin Department of Revenue Seller’s Permit Number

Signing Salesperson or Dealer Printed Name	Signature (If unable to provide a digital signature print and sign form.)	Date Signed
		<input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

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) (If unable to provide a digital signature print and sign form.)

(Please print the name indicated above.)	Date Signed
	<input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

(Co-Owner Signature required if one is shown in Section A.) (If unable to provide a digital signature print and sign form.)

(Printed Co-Owner Name-Signature required if one is shown in Section A.)	Date Signed
	<input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

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 \(1\) \(m\)](#)).