

Minnesota Titled Mobile Home Transfer

If you cannot visit our office, follow these basic instructions (*older titles are somewhat different*)

Makes sure **ALL previous owners have signed off as sellers X** (middle left of title front)

If there is a lienholder listed on the title you must also submit the lien release (get from previous owner)

You must also include a "Tax Clearance Sheet" (usually received from county auditor office)

All buyers must sign twice, once at the **X** (middle, right of title front) & again at **X** (bottom left of title front) (these are the locations on most but not all titles)

Fill out all new owner(s) information on the designated lines:

Full name(s) first, last & middle, Date(s) of Birth, Address, Drivers License # (s)

If you have a lien, write down lienholder name, address & date of loan (If no loan, indicate NO in the lien checkbox).

Write sale date on "date of sale" line.

If paying by check, pay to order of: Brainerd License Office

Write your DL# & Phone# on check.

For Credit or Debit card payment write **Card #, Exp date & CVV#** on a separate note (destroyed once completed)

Manufactured Home transfers prices usually come to: **\$25.00** or if you also have a loan on it, the total is **\$27.00**

There is a 2.49% bank charge if paying by card. We will destroy your card information once completed.

Place all of this in a sealed envelope & mail to 623 NW 4th St Brainerd, MN 56401 or place in our outside drop box (next to front door). **For faster service please include a self-addressed stamped envelope**

*******CAUTION: DO NOT cross out or whiteout any errors nor alter dates or other information. Please write legibly or you may also need to sign a correction form. *****This process is based on the information you have provided and is subject to change as that information changes.**

TENNESSEN WARNING (Minn. Statute 13.04, subd.2)

When an individual is asked to supply private or confidential data about himself/herself, the Minnesota Government Data Practices Act requires the individual be informed of: • Purpose for collecting the data • Intended use of the data • Whether the individual possessing the data may refuse or is legally required to supply the requested information • Any known consequences arising from supplying the data • Any known consequences arising from refusing to supply the data • The identity of other persons or entities authorized by state or federal law to receive the data