

Manufactured Homes as Permanent Residence:

(Per NM State Manufactured Home Regulations, 3.65.33)

Step 1. An inspection of the manufactured home foundation will need to be conducted, at which time the foundation must pass inspection.

Call the State of New Mexico in Santa Fe at 505-827-6175 and ask for the Manufactured Housing Division. (Tie Downs do not work). A New Mexico certified professional engineer's inspection will also be accepted.

Step 2. Bring Permit or engineer's inspection to our office showing that the foundation passed inspection. A tax release on the mobile home will be done at this time and Request to Change Valuation Status filled out.

Step 3. Tax Release, Change of Valuation form, and Original Certificate of Title is given to the Motor Vehicle Department to have the Title Deactivated.

Step 4. Provide our office with a copy of the Deactivated Title.

Step 5. Our Appraisal Department will have to do a field check to assess the property as a whole as "Real Property".

*Paperwork that the Lea County Assessor's Office needs:

1. Approval (Permit) from RDL System or engineer's inspection.
2. Copy of Deactivated Title

If you have any questions, or need any additional information, please do not hesitate to contact our office at (575) 396-8613.

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