

**Vinton County Auditor's Office**  
**Cindy Waugh, Auditor**

100 East Main Street

McArthur, Ohio 45651

Phone (740) 790-7007 Fax (740) 596-2462

**REGULATIONS FOR CONVERSION OF MANUFACTURED HOME TO REAL ESTATE**

1. The tongue, wheels and axles must be removed.
  2. Must have a permanent concrete or brick foundation, which extends below the frost line.
  3. Must be attached to the foundation.
  4. Must be on land owned by the manufactured home owner.
  5. Any previous years' delinquent and also current year manufactured home tax must be paid.
  6. Must make application with the Auditor's Office for manufactured homes to be converted to real estate.
  7. Auditor's Office must inspect the manufactured home set-up to be sure that it qualifies.
  8. The title must be surrendered to the Clerk of Courts, Title Dept. All liens must be canceled.
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**APPLICATION TO CONVERT A MANUFACTURED HOME TO REAL ESTATE**

I \_\_\_\_\_, as owner of the manufactured home described as:

Serial # \_\_\_\_\_ Make \_\_\_\_\_ Year \_\_\_\_\_

Located at \_\_\_\_\_, hereby apply with the Vinton County Auditor for the conversion of said manufactured home to real estate. I have met the guidelines as listed above and authorize the Vinton County Auditor to make an inspection.

Owner \_\_\_\_\_ Date \_\_\_\_\_

Phone # \_\_\_\_\_

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Auditor's Inspection

I have inspected the manufactured home located at \_\_\_\_\_

Parcel: \_\_\_\_\_ Manufactured Home \_\_\_\_\_

The transfer is approved \_\_\_\_\_ Denied \_\_\_\_\_

Comments \_\_\_\_\_

Date \_\_\_\_\_ Inspector \_\_\_\_\_

REQUEST TO TAX A MANUFACTURED HOME AS REAL PROPERTY  
CERTIFICATE OF MANUFACTURED HOMEOWNER  
TO THE COUNTY AUDITOR

OWNER'S NAME(S) \_\_\_\_\_  
PROPERTY ADDRESS \_\_\_\_\_  
MAILING ADDRESS \_\_\_\_\_  
TOWNSHIP \_\_\_\_\_ TELEPHONE # \_\_\_\_\_  
PARCEL # \_\_\_\_\_

Dimensions of home \_\_\_\_\_ Fireplace-Gas or wood \_\_\_\_\_  
Type of heat \_\_\_\_\_ Sale Price \_\_\_\_\_  
Number of Bedrooms \_\_\_\_\_ Number of Bathrooms \_\_\_\_\_

Title # \_\_\_\_\_ Serial # \_\_\_\_\_

We, the undersigned owner(s) of the above listed manufactured home, certify to the Vinton County Auditor that this manufactured home is permanently attached to a foundation that extends below the frostline and has lost its potential for mobility as a manufactured home and request that this manufactured home be taxed as real property in the future. I hereby agree to surrender the original title of this manufactured home to the Vinton County Auditor within 30 days of receipt of the title.

Owner(s) Signature(s) \_\_\_\_\_  
\_\_\_\_\_

Date certified \_\_\_\_\_

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(This section to be completed by the Vinton County Auditor)  
CERTIFICATE OF THE COUNTY AUDITOR TO THE CLERK OF COURTS

I, the undersigned, Cindy Waugh, Vinton County Auditor, do hereby certify to the Vinton County Clerk of Courts, Title Dept, that it has been determined that Mobile Home Title# \_\_\_\_\_  
for a \_\_\_\_\_ mobile home, Serial # \_\_\_\_\_ has been set up on a  
permanent foundation on a tract of land in the \_\_\_\_\_ Taxing District, Vinton  
County, Ohio.

This certificate is to induce the Title Dept of the Clerk of Courts, Vinton County, to cancel the Certificate of Title above referred to, in order to make the said manufactured home a permanent part of Real Estate.

Date certified: \_\_\_\_\_

Cindy Waugh, Vinton County Auditor \_\_\_\_\_

by \_\_\_\_\_ Deputy Auditor

JEREMIAH GRIFFITH  
VINTON COUNTY CLERK OF COURTS

LEGAL DEPT  
Common Pleas & Court of Appeals  
740-790-7022  
100 E Main St  
McArthur, Ohio 45651

TITLE & LICENSE BUREAU  
740-596-5401 or 740-596-2040  
301 W High St  
McArthur, Ohio 45651

Date:

This is to request that the mobile home belonging

to \_\_\_\_\_

Title# \_\_\_\_\_

Serial/Vin# \_\_\_\_\_

located in \_\_\_\_\_ Township/Corporation is placed on my tax duplicate as Real Property. I verify that I am the owner of said mobile home and that it meets the State Requirements as a permanent building and understand that the Certificate of Title is void and has been surrendered to the Clerk of Courts Title Office and is not to be used as an instrument of transfer under the ORC Bureau of Vehicle Laws.

\_\_\_\_\_  
Signature of Owner(s)

\_\_\_\_\_

Sworn to and signed by \_\_\_\_\_ before me, a  
Notary Public in and for the County of Vinton , State of Ohio, this \_\_\_\_\_ day of \_\_\_\_\_,  
20\_\_

\_\_\_\_\_  
Notary Public

My Commission expires \_\_\_\_\_

VINTON COUNTY AUDITOR'S OFFICE  
CINDY WAUGH, AUDITOR  
COURTHOUSE  
100 E MAIN ST  
MCARTHUR, OHIO 45651

Certificate of Title

Vinton County Clerk of Courts

Courthouse

100 E Main St

McArthur, Ohio 45651

This is to notify the Title Office that the manufactured home belonging to:

\_\_\_\_\_

Title# \_\_\_\_\_

Located at \_\_\_\_\_

has been reported this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_ to be assessed as real property

\_\_\_\_\_

Cindy Waugh, Auditor

\_\_\_\_\_

Owner's signature