



Manufactured/Mobile Home Title Elimination Process

A mobile home title is usually requested to be eliminated by a financial institution for lending purposes. Once the title is eliminated, it is viewed the same as a stick built house. This removes the personal property status for titling and tax collection purposes.

1. Auditor

- ◆ Obtain Title Elimination Application from Auditor/ Licensing.
- ◆ Complete as much information as you can in boxes 1, 2, and 3.
- ◆ If a new mobile from a dealer, have the dealer complete box 8.
- ◆ Legal Owner if any must sign in box 6.

2. Assessor

If you do not have the legal description or property number, first inquire at the Assessor's Office. They can help you to determine the right description or direct you to the recorded document with the information.

3. Development Service

Obtain signature from the Building Department upstairs in Building 1 for box 5.

4. Treasurer

Obtain certification of taxes paid from the Treasurer's Office. If mobile is not new and is changing ownership, proof of Excise Tax will also be required. If Excise Tax has not been paid, Excise Affidavit will need to be processed and Excise Tax paid. If the mobile home moved as condition of the sale, sales tax will be paid. See step 6.

5. Auditor

Once application is complete and all necessary documentation is collected, take application to Auditor's Licensing for processing then to Auditor's Recording to be recorded.

6. Auditor

Once the application is recorded, the application will need to be taken back to Licensing to be finalized and appropriate fees paid. This will include sales tax is applicable.

All of the departments listed for this process are located in Building 1 of the Thurston County Courthouse.

Contacts:

- ◆ **Auditor Licensing** 360-786-5406
www.co.thurston.wa.us/auditor
click on the link for Licensing
- ◆ **Auditor Recording** 360-786-5405
www.co.thurston.wa.us/auditor
click on the link for Recordings
- ◆ **Assessor** 360-786-5410
www.co.thurston.wa.us/assessor
- ◆ **Development Services** 360-786-5490
www.co.thurston.wa.us/permitting
- ◆ **Treasurer** 360-786-5550
www.co.thurston.wa.us/treasurer