

# CERTIFICATE OF PERMANENT LOCATION FOR A MANUFACTURED HOME SUBJECT TO A LONG-TERM LAND LEASE

Effective July 1, 2009, the owner(s) of a manufactured home that is permanently affixed to the ground so that it is no longer capable of being drawn over the public highways and is subject to a long-term land lease of at least 10 years shall record a Certificate of Permanent Location for a Manufactured Home Subject to a Long-Term Land Lease (Certificate of Permanent Location, LTL) in the office of the county clerk and recorder. For a manufactured home that is titled, the Certificate of Permanent Location, LTL must include an application to purge the Certificate of Title. For a new manufactured home, the Certificate of Permanent Location, LTL must include a copy of the Bill of Sale and the Manufacturer's Certificate or Statement of Origin, § 38-29-202, C.R.S.

Please print or type.

1. Recorded Certificate of Permanent Location, LTL should be returned to: (Name and mailing address)

2. Name(s) and mailing address(es) of owner(s)/debtor(s) of the manufactured home:

3. Name(s) and mailing address(es) of security interest/lien holder(s) of the manufactured home:

4. Name(s) and mailing address(es) of owner(s)/debtor(s) of the real property:

5. This Certificate of Permanent Location, LTL pertains to the manufactured home identified below:

Serial No.: _____	Certificate of Title/Origin No.: _____
Manufacturer/Make: _____	Length/Width: _____
Year: _____	HUD No.: _____

6. Legal description of land subject to a long-term lease to which the manufactured home identified in section 5 will be permanently affixed (include county name):

Property Address: \_\_\_\_\_  
Parcel/Schedule No.: \_\_\_\_\_

7. Tax authentication:  
Attach to this form a Certificate of Taxes Due or a manufactured home Authentication of Paid Ad Valorem Taxes (Authentication) issued by the county treasurer of the county in which the manufactured home is located. (It is not necessary to record the Certificate of Taxes Due or the Authentication form.)

8. Verification that the manufactured home is on a permanent foundation in accordance with any applicable city and/or county codes or requirements.

Authorized Signature and Title \_\_\_\_\_ Date \_\_\_\_\_

9. The titled manufactured home identified herein was "Purged Ad Valorem" as indicated on the attached letter from the State Division of Motor Vehicle dated: \_\_\_\_\_

10. Consent and lien release:  
The undersigned security interest/lien holder(s) consent to permanent location of the manufactured home on the land subject to a long-term lease as identified above and hereby release any lien on the manufactured home. (Attach additional sheets if necessary):

\_\_\_\_\_  
Authorized agent of real property security interest/lien holder Title

Signature \_\_\_\_\_ Date \_\_\_\_\_  
State of Colorado \_\_\_\_\_  
County of \_\_\_\_\_

The foregoing was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_, 2\_\_\_\_, by the authorized agent of the security interest/lien holder named above.

Witness my hand and official seal:  
My commission expires: \_\_\_\_\_

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

\_\_\_\_\_  
Authorized agent of manufactured home security interest/lien holder Title

Signature \_\_\_\_\_ Date \_\_\_\_\_  
State of Colorado \_\_\_\_\_  
County of \_\_\_\_\_

The foregoing was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_, 2\_\_\_\_, by the authorized agent of the security interest/lien holder named above.

Witness my hand and official seal:  
My commission expires: \_\_\_\_\_

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

11. Acknowledgement and Reversion:  
Under penalty of perjury in the second degree, § 18-8-503, C.R.S., the undersigned owner(s)/debtor(s) hereby certify that all security interest/lien holder(s) are identified on this Certificate of Permanent Location, LTL or any attachments hereto. All owners/debtors of the real property and the manufactured home consent to the affixation of the manufactured home to the real property described herein and acknowledge that the home becomes part of the real property after it is affixed to the ground and the Certificate of Permanent Location, LTL is recorded. The owners of the real property and the manufactured home also acknowledge that, upon termination of the long-term land lease, the ownership of the manufactured home reverts back to the homeowner(s). § 38-29-202(2)(I.5), C.R.S.

\_\_\_\_\_  
Signature of real property owner/debtor Date

Print name \_\_\_\_\_  
Address \_\_\_\_\_  
State of Colorado \_\_\_\_\_  
County of \_\_\_\_\_

The foregoing was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_, 2\_\_\_\_, by the owner/debtor named above.

Witness my hand and official seal:  
My commission expires: \_\_\_\_\_

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

\_\_\_\_\_  
Signature of manufactured home owner/debtor Date

Print name \_\_\_\_\_  
Address \_\_\_\_\_  
State of Colorado \_\_\_\_\_  
County of \_\_\_\_\_

The foregoing was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_, 2\_\_\_\_, by the owner/debtor named above.

Witness my hand and official seal:  
My commission expires: \_\_\_\_\_

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

## **Instructions for Completing Certificate of Permanent Location for a Manufactured Home Subject to a Long-Term Land Lease**

Effective July 1, 2009, the owner(s) of a manufactured home that is permanently affixed to the ground so that it is no longer capable of being drawn over the public highways and is subject to a long-term land lease of at least 10 years, shall record a Certificate of Permanent Location for a Manufactured Home Subject to a Long-Term Land Lease (Certificate of Permanent Location, LTL) in the office of the county clerk and recorder, § 38-29-202, C.R.S. For a manufactured home that is titled, the Certificate of Permanent Location, LTL must include an application to purge the Certificate of Title. For a new manufactured home, the Certificate of Permanent Location, LTL must include a copy of the Bill of Sale and the Manufacturer's Certificate or Statement of Origin, § 38-29-202, C.R.S.

The Certificate of Permanent Location, LTL must include a copy of the land lease, an application to purge the Certificate of Title (if the manufactured home is titled) or a copy of the Bill of Sale and the Manufacturer's Certificate or Statement of Origin (if the manufactured home is new).

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**Section 1:** Insert the name and address of the person to whom the county clerk and recorder should return the Certificate of Permanent Location, LTL.

**Section 2:** Insert the full legal name and mailing address of each owner/debtor of the manufactured home. Each owner/debtor must be listed separately. Attach additional sheets as necessary.

**Section 3:** Insert the full legal name and mailing address of each security interest/lien holder of an unsatisfied security interest or lien against the home to which the manufactured home has been affixed. Each security interest/lien holder must be listed separately. Attach additional sheets as necessary. If no security interest/lien holder exists, insert N/A.

**Section 4:** Insert the full legal name and mailing address of each owner/debtor of the real property. Each owner/debtor must be listed separately. Attach additional sheets as necessary.

**Section 5:** The manufactured home's serial number, manufacturer/make, and year of construction must be completed. Include the Certificate of Origin or Certificate of Title number, length and width, and, if available, the HUD number.

**Section 6:** Insert the legal description of the land to which the home is affixed, including the county name. List the property address and the parcel or schedule number assigned by the county assessor.

**Section 7:** Either the Certificate of Taxes Due or a manufactured home Authentication of Paid Ad Valorem Taxes issued by the county treasurer must be attached. Property taxes on the manufactured home must be paid prior to permanently affixing the manufactured home to the land unless the home is directly coming from the manufacturer, a dealer's display lot, or another state. It is not necessary to record the Certificate of Taxes due or the Authentication form; however, the document must be attached for verification purposes.

**Section 8:** If required by the county in which the manufactured home will be permanently affixed, the signature of an authorized person designated by the governing entity is required to verify that the home is situated on a permanent foundation in accordance with any applicable city and/or county codes or requirements. If no applicable city and/or county codes or requirements exist, the signature of the owner/debtor affirms, under penalty of perjury, that the manufactured home is situated on a permanent foundation.

**Section 9:** The owner of a titled manufactured home which will be permanently affixed to the land must file an application to purge the Certificate of Title. The State Division of Motor Vehicle must issue a "Purged Ad Valorem" letter to the property owner. The "Purged Ad Valorem" letter must be attached to the Certificate of Permanent Location, LTL before the certificate can be recorded. If the manufactured home is new and a Certificate of Title was never issued, the Certificate of Permanent Location, LTL must include a copy of the Bill of Sale and the Manufacturer's Certificate or Statement of Origin.

**Section 10:** Each owner/debtor and security interest/lien holder(s) of the manufactured home and real property must sign and date the Certificate of Permanent Location, LTL. The signature(s) of the security interest/lien holder(s) verify relinquishment and release of all rights in the manufactured home by security interest/lien holder(s). Attach additional sheets as necessary.

**Section 11:** The owner(s) of the manufactured home and the owner(s) of the real property subject to the long-term lease must consent to the affixation of the manufactured home to the real property. The owner(s) of the real property and the owner(s) of the manufactured home must acknowledge that the home becomes part of the real property after it is permanently affixed and the Certificate of Permanent Location, LTL is recorded. The owners of both the real property and the manufactured home acknowledge that, upon termination of the long-term land lease, the ownership of the manufactured home reverts back to the homeowner(s).

### **Notes:**

Once the manufactured home has become part of the real property, it is unlawful to remove the home from the real property without the express consent of the land owner(s) and all security interest/lien holders.

If the manufactured home is moved from the location identified in section 6 of the Certificate of Permanent Location, LTL, the owner(s) of the manufactured home must complete a Certificate of Removal for a Manufactured Home, § 38-29-203, C.R.S. and apply for a new Certificate of Title.