



Pima County Assessor's Office
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Steps to Affix a Mobile Home

Arizona Revised Statutes § 42-15203.A. states "Any person owning a mobile home that is permanently affixed to real property may file an affidavit of affixture with the county recorder of the county in which the real property is located."

An Affidavit of Affixture is a document that is used to change the status of a mobile home from personal property to real property. The mobile home will continue to be assessed by the same method, so affixing a mobile home will not lower its valuation. Affixing is a legal condition and not a physical change made to the mobile home. It is imperative that the Affidavit of Affixture be prepared with correct information, such as parcel code, legal description, notary seal, motor vehicle section etc. An incorrect document will prevent the Pima County Assessor from processing it after recording. In this case, a letter will be sent outlining the problem, and **it will need to be corrected and re-recorded.**

Please follow the steps below to complete the affixture:

1. The titled owner of the land and the mobile home must be the same. If there are multiple owners of either the land or the mobile, at least one name has to match.
2. All personal property taxes must be paid in full.
3. Complete the Affidavit of Affixture form up to signature portion in the "Property Taxation Section".
 - Legal description can be found with the Pima County Recorder's office or they can use a shortened legal from our website.
 - Have your signature notarized.
4. At the Motor Vehicle Division (MVD), take notarized Affidavit of Affixture form and surrender mobile home titles. MVD will complete the bottom portion (ADOT Receipt for Surrendered Mobile Home Documents), stamp and the agent will sign it. Be sure that they give you back the original completed Affidavit of Affixture.
5. Take the MVD stamped Affidavit of Affixture form along with any additional needed paperwork, to have it recorded at the Recorder's office.
6. Once the Affidavit of Affixture is recorded, the property owner's part is completed, but they do need to be aware of the following dates:
 - Affidavits of Affixture recorded **no later than August 15th** of any calendar year will become real property for the next tax year.
 - Recordings after August 15th of any calendar year will become real property for the tax year **following** the next tax year.
 - If a lender is going to impound monies for taxes, please be aware that the mobile home **will remain on the unsecured personal property tax roll until such time as the Affixture becomes effective.** This means the manufactured home owner will receive an unsecured personal property valuation notice and tax bill that will be due and payable. **This bill is mailed to the owner, not the lender.**