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Office of the Pima County Assessor  
240 N. Stone Avenue  
Tucson, AZ 85701

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Bill Staples  
Assessor

Lon Berg  
Chief Deputy Assessor

## Steps to Release Mobile Home from Affidavit of Affixture

In order to remove a mobile/manufactured home from Affidavit of Affixture, the following steps must be taken:

1. Provide a copy of the Affidavit of Affixture.
2. Provide paid tax receipts for the land parcel where home is located.
3. If the home is being sold or traded, provide a copy of the bill of sale or information on the new owner.
4. If there is a lien shown on the Affidavit of Affixture, a lien release or a notarized letter from the lien holder of the manufactured home granting permission to remove the home from real property. The letter must include the make, year, size and serial number of the home.
5. Notarized copy of the Affidavit No Lien/Mortgage clearance form or if there is a **new** lien on the property since the affidavit of affixture was recorded, we will need a lien release or a letter from the lien holder giving us permission to remove the home from the real property. The letter must include the make, year, size and serial number of the home.

Once all information is provided, the Assessor will issue a release form required by the Motor Vehicle Division to reissue title to the manufactured home. The reissue of title may be subject to additional requirements by MVD who should be contacted prior to seeking new title. (520) 629-9808

**Failure to follow this procedure will result in the home continuing to be assessed as real property.** Please call our office at (520) 724-8630 if you have any questions.