



STATE OF INDIANA

Eric J. Holcomb, Governor

Peter L. Lacy, Commissioner

ABANDONED MANUFACTURED HOME

Title Application Checklist

A private landowner who finds a manufactured home (or mobile home) that the person believes to be abandoned on real estate the person owns or controls, including rental property, may sell or salvage the manufactured home if it was built at least 15 years ago, and has been left without permission on the landowner's real estate for at least 60 days. The landowner must fulfill the statutory obligations contained in Indiana Code 9-22-1.5 prior to selling or salvaging the manufactured home.

If a manufactured home has been abandoned in a mobile home community, as defined in Indiana Code 16-41-27-5, the mobile home community must fulfill the statutory obligations contained in Indiana Code 9-22-1.7 prior to selling or salvaging the manufactured home.

Upon fulfilling the statutory obligations, the landowner/mobile home community may complete the Affidavit of Sale or Disposal – Abandoned Manufactured Home – State Form 50635 to assign ownership to a purchaser without a certificate of title.

Applications for sale or disposal of an abandoned manufactured home are processed by the BMV Central Office. Prior to submitting each application, verify all required information is included. Contact (888) 692-6841 with any questions.

When submitting paperwork, include the following:

- Completed and signed [Application for Certificate of Title for a Vehicle – State Form 205](#)
- [Affidavit of Sale or Disposal – Abandoned Manufactured Home - State Form 50635](#)
- [Physical Inspection of a Vehicle or Watercraft – State Form 39530](#). Must be completed by a law enforcement officer. If the vehicle does not have a vehicle identification number (VIN), you must include the [Request for Special Identification Number – MVIN Application Packet](#).
- [Mobile Home Permit – State Form 7878](#) completed by the County Treasurer
- Lien release, if necessary. A certified letter to the lien holder may serve as proof of lien release, if applicable.
- One proof of address. A driver's license or identification card may be accepted as proof if the address on the credential is correct. If the address is not correct, any document from the approved [BMV documentation list](#) that is dated within the last 60 days may be used as proof. To view the approved documentation list, click on the link provided or visit myBMV.com.
- \$15.00 title application fee. Payable by MasterCard or Visa, check, electronic check, or money order.

For your convenience, the required forms are included with this checklist. The forms are also available at myBMV.com. Mail the completed packet to:

**Indiana Bureau of Motor Vehicles
Central Office Title Processing
100 North Senate Avenue, Room N411
Indianapolis, IN 46204**

If the BMV determines that sufficient credible evidence exists to substantiate the applicant's claim of ownership, a title will be issued. **If all required documents are not submitted or information is incomplete, the entire application will be returned.**

Please include this checklist with your application.



APPLICATION FOR CERTIFICATE OF TITLE FOR A VEHICLE

State Form 205 (R9 / 7-16)
Approved by State Board of Accounts, 2016
INDIANA BUREAU OF MOTOR VEHICLES

*This agency is requesting disclosure of your Social Security Number / Federal Identification Number in accordance with IC 4-1-8-1; disclosure is mandatory, and this record cannot be processed without it.

To be completed by a police officer, BMV official, or BMV certified dealer signee for out-of-state titles. I hereby certify that I personally examined the following vehicle and find the identification number to be as follows.				I swear and affirm that I am authorized to perform this transaction, and I agree to indemnify and hold harmless the Indiana BMV from any and all liability arising from this transaction.							
Vehicle Identification Number				I swear and affirm that the information that I have entered on this form is correct. I understand that making a false statement on this form may constitute the crime of perjury.							
Year	Make	Model	Type	Date (mm/dd/yyyy)							
Inspector's Printed Name and Title			City								
Inspector's Signature		Badge, Branch, or Dealer Plate Number									
Transaction Number				Branch Number		Invoice Number		BMV Use Only			
Social Security Number / Federal Identification Number *				Name of Applicant				BMV Use Only			
Residence Address (number and street)					City			State	ZIP Code		
Vehicle Identification Number			Vehicle Year	Vehicle Make		Vehicle Model	Vehicle Type	Odometer			
Former Title Number			Purchase Date (mm/dd/yyyy)	Lien (Y/N)	Speed (Y/N)	Dealer Number	BMV Use Only				
Holder of First Lien, Mortgage, or Other Encumbrance / Special Mailing Address					Mailing Address (number and street)						
City			State	ZIP Code		BMV Use Only					
Holder of Second Lien, Mortgage, or Other Encumbrance					Mailing Address (number and street)						
City		State	ZIP Code	License Number		License Year	Forms Used	BMV Use Only			
Gross Retail and Use Tax Affidavit – I/We hereby certify that sales or use tax on this vehicle was paid as indicated below.											
Selling Price		Less Trade-In / Discount		Amount Subject to Tax		Amount of Tax		Dealer	Branch	Exempt	Exemption Code
\$		\$		\$		\$					

INSTRUCTIONS: Use the following instructions to assist with completion of the application.

Sign and date on top right signature line.

Line 1: BMV use only

Line 2: Enter the name(s) and Social Security Number or Federal Identification Number of the owner(s).

Line 3: Enter the residence address of the owner(s).

Line 4: Enter the VIN, Year, Make, Model, Odometer (if applicable), and Vehicle Type (examples include: 2S (2 door sedan), 4S (4 door sedan), CN (convertible), CP (coupe), 2W (2 door wagon), 4W (4 door wagon), VA (van), TK (truck), MC (motorcycle), TR (trailer), SE (semitrailer), TC (semi tractor), RV (recreational vehicle, including motor home and travel trailer), MH (manufactured/mobile home), AT (all-terrain), and LS (low speed).

Line 5: Enter former title number and purchase date, and indicate if there is a lien by entering Y (yes) or N (no). If a speed title is requested, enter Y (yes) and include an additional \$25 with the application.

Line 6 - 9: Indicate lienholder name(s) and mailing address. If there is no lien, and you wish to have the title mailed to an address other than your current mailing address, enter a special mailing address on lines 6 and 7. Enter dealer license information (if applicable).

Line 10: Not required to be completed. However, appropriate tax form or payment must be included with the title application.



AFFIDAVIT OF SALE OR DISPOSAL – ABANDONED MANUFACTURED HOME

State Form 50635 (R4 / 7-16)
Approved by State Board of Accounts, 2016
INDIANA BUREAU OF MOTOR VEHICLES

BUREAU OF MOTOR VEHICLES
100 North Senate Avenue, N411
Indianapolis, IN 46204

- INSTRUCTIONS:**
1. Complete in blue or black ink, or print form.
 2. Private landowners must meet the requirements set out in Indiana Code 9-22-1.5 prior to selling or salvaging a manufactured home.
 3. The applicant must pay the appropriate fee under Indiana Code 9-17 or Indiana Code 9-22, as applicable, to apply for title or a certificate of authority.
 4. A mobile home community, as defined in Indiana Code 16-41-27-5, must meet the requirements set out in Indiana Code 9-22-1.7 prior to selling or salvaging a manufactured home.

SECTION 1 – MANUFACTURED HOME INFORMATION																		
Identification Number	Year	Make	Model	Length	Color													
<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width: 20px; height: 20px;"></td> </tr> </table>																		

SECTION 2 – MANUFACTURED HOMEOWNER INFORMATION			
Name of Homeowner			
Address (number and street)		City	State ZIP Code
Name of Lienholder or Other Interested Party			
Address (number and street)		City	State ZIP Code
Date of Notices (mm/dd/yyyy)	Method Notice was Sent: (check box)	Newspaper Name	Advertisement Dates (mm/dd/yyyy)
30 day _____ 10 day _____	<input type="checkbox"/> Certified mail <input type="checkbox"/> Personal delivery <input type="checkbox"/> Electronic service (under IC 9-22-1-19) <input type="checkbox"/> Posting of notice		1 st _____ 2 nd _____

SECTION 3 – LANDOWNER INFORMATION			
Name of Landowner			
Mailing Address (number and street)		City	State ZIP Code
Address Where Manufactured Home was Abandoned (number and street)		City	State ZIP Code
Landowner is a: (check one)			
<input type="checkbox"/> Private Property Landowner: I am a private property landowner and all requirements set out in Indiana Code 9-22-1.5 have been met. <input type="checkbox"/> A Mobile Home Community: I am a representative of a mobile home community defined in Indiana Code 16-41-27-5 and all requirements set out in Indiana Code 9-22-1.7 have been met.			

SECTION 4 – SALE / AUCTION INFORMATION			
Select the sale status that applies:			
<input type="checkbox"/> Sold <input type="checkbox"/> Auction produced no purchaser – manufactured home will be donated <input type="checkbox"/> Auction produced no purchaser – manufactured home will be retained or sold by landowner <input type="checkbox"/> Auction produced no purchaser – manufactured home will be disposed of by landowner			
Name of Purchaser (If the auction did not produce a purchaser, the landowner or recipient of donation is entered as the purchaser.)			
Address (number and street)		City	State ZIP Code
Amount of Winning Bid (Enter "0" if donated or auction produced no purchaser.)	Date of Sale (mm/dd/yyyy)	Auctioneer	Auctioneer License Number

SECTION 5 – LANDOWNER'S AFFIDAVIT		
I swear and affirm under the penalties for perjury that:		
1. I have complied with all the requirements contained in Indiana Code 9--22-1.7-5; 2. The manufactured home was left on the property without permission for _____ days (must be completed); 3. I have incurred expenses, including the expense of the sale, in the amount of \$_____ (must be completed); 4. The name and address of the purchaser, if any, and the amount of the winning bid listed above are accurate to the best of my knowledge.		
Signature of Landowner	Printed Name	Date Signed (mm/dd/yyyy)



PHYSICAL INSPECTION OF A VEHICLE OR WATERCRAFT

State Form 39530 (R5 / 12-11)
 Approved by State Board of Accounts, 2011
 INDIANA BUREAU OF MOTOR VEHICLES

- INSTRUCTIONS:**
1. Approved inspector must complete information in blue or black ink or print form.
 2. The vehicle identification number (VIN) or hull identification number (HIN) must be inspected to verify the existence and condition of the number. An ownership document is not required to be submitted for inspection.
 3. Inspections may be performed by an employee of a dealer designated by the Indiana Secretary of State, a military policeman assigned to a military post in Indiana, a police officer, or a designated employee of a BMV full or partial service license branch.
 4. Police officers completing this form may not charge a fee of more than \$5.00 for vehicles. No fee may be collected for watercraft inspections. Authorized Indiana dealers and BMV full or partial service license branches may not assess a fee.
 5. Dealers may not perform watercraft inspections.

OWNER INFORMATION

Name (last, first, middle initial or company name)

Address (number and street)

City

State

ZIP Code

VEHICLE OR WATERCRAFT INFORMATION

Identification Number

NONE (select if no identification number found)

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Year	Make	Model	Type	Plate Number / State	Watercraft Registration Number, if applicable
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For assembled vehicles or watercraft include serial numbers for major component parts if present:

Engine / Motor	Transmission
Body Chassis	Front Assembly
Rear Clip	Frame

Other (specify):

*IDACS / NCIC Check (required if form is completed by a police officer)

Date Check Performed (mm/dd/yyyy)	Comments

I swear or affirm that the information I have entered on this form is correct. I understand making a false statement may constitute the crime of perjury.

Signature of Inspector	Printed Name	Title	Date (mm/dd/yyyy)
Badge / Branch / Dealer Number	Police Department / Branch / Dealership	City	ZIP Code
Telephone Number ()	Email Address		

