

# *Tuscarawas County Clerk of Courts*

Jeanne M. Stephen, Clerk of Courts

125 E. High Ave., Room 230

P. O. Box 628, New Philadelphia, Ohio 44663-0628

(330)365-3243 - Fax (330)343-4682

Jury Services  
Room 230  
(330) 364-8818

Legal Division  
Room 230  
(330)365-3243

Motor Vehicle Title Division  
Room 125  
(330) 365-3227  
Fax: (330) 365-3308

Uhrichsville Title Branch  
206 E. 3<sup>rd</sup> St.  
Uhrichsville OH 44683  
(740) 922-6804

## **AFFIDAVIT OF RECONSTRUCTION OF A MANUFACTURED HOME THAT WAS PREVIOUSLY CONVERTED TO REAL ESTATE**

This is to certify that I, \_\_\_\_\_

Did re-assemble the following described manufactured home:

Year \_\_\_\_\_ Serial Number \_\_\_\_\_

Make \_\_\_\_\_ Model \_\_\_\_\_

Body Type \_\_\_\_\_ Title Number \_\_\_\_\_

*It will now be classified as a manufactured home and not as real estate.*

Signed \_\_\_\_\_

Sworn to and subscribed in my presence this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_  
in \_\_\_\_\_ County, State of \_\_\_\_\_

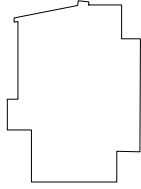
**X**  
\_\_\_\_\_  
Signature of Notary Public or other Authorized Officer by law.

\_\_\_\_\_  
My commission expires **Seal**



Endorsement from County Treasurer

*Stamp is only valid for 30 days.*



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### **CONVERSION OF REAL ESTATE TO MANUFACTURED HOME**

1. A search of the real estate title must be done by either an attorney or title company to show any current mortgages on the property.
  - a. If there is a current mortgage obtain a lien release indicating the lien has been satisfied.
2. Complete the affidavit of reconstruction (attached).
  - a. Obtain an endorsement from the County Treasurer that all real property taxes charged against the home for all preceding years have been paid.
    - i. The stamp is only valid for 30 days.
3. Request the County Auditor's Appraisal office (room 115) to update the real estate records showing the conversion back to a manufactured home.
  - a. The Auditor's Appraisal office will provide a release letter stating the real estate was removed.
4. Bring the search, affidavit of reconstruction (stamped from Treasurer's office), and letter from the Auditor's Appraisal office to the Title office and complete an application for title.
5. After the title is issued you'll need to go the County Auditor's office (room 120) to register the manufactured home and obtain a moving permit if needed.