



Department of Consumer
and Business Services

Manufactured Home Ownership Document System (MHODS)

2024 Transaction Guide

How to submit your MHODS transaction paperwork successfully

Last updated November, 2023.

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Introduction: How to use the MHODS Transaction Guide

To avoid reading parts of the guide not related to your transaction and prevent unnecessary submittal delays caused by missing or incomplete forms, we encourage you to read all instructions thoroughly that apply to your specific transaction type.

1	<p>Go to What is the MHODS Program?</p> <ul style="list-style-type: none"> It is highly recommended you read this section first as it relates to every transaction submittal. 	Page 5
2	<p>Go to Types of transactions and quick reference.</p> <ul style="list-style-type: none"> Review the table to identify the type of transaction you want to submit and the form(s) required. 	Pages 7-8
3	<p>Go to Transaction forms instructions.</p> <ul style="list-style-type: none"> Scan the list for specific instructions that apply to the transaction and/or forms you will be using to complete your application. 	Pages 9-10
4	<p>Go to How to submit an application.</p> <ul style="list-style-type: none"> This section lists several submittal options. Select the one that meets your needs and preferences. 	Pages 15-16
5	<p>If your application is approved, you will receive a manufactured structure ownership document in the mail.</p> <ul style="list-style-type: none"> If your application cannot be processed for some reason, you will be contacted by email or phone requesting the information or form needed to complete the processing of your application and approval. 	

Additional resources:

- **MHODS website:** mhods.oregon.gov
- **MHODS email:** mhods.bcd@dcbs.oregon.gov
- **MHODS main line:** 503-378-4530

Legal disclaimer: The Building Codes Division and MHODS Program staff members are unable to provide legal advice regarding your home ownership. This includes choosing a type of transaction, how to obtain signatures, or disputes between owners. For more information, visit the [FAQ section](#).

This transaction guide may be updated as necessary. The current version can be found at oregon.gov/bcd.

What is the MHODS Program?

The Manufactured Home Ownership Document System (MHODS) is a database of recorded ownership records using information collected from transaction applications submitted on forms considered acceptable by the state's MHODS Program. The Building Codes Division (BCD) has maintained MHODS since the Department of Motor Vehicles (DMV) stopped issuing titles on May 1, 2005, for homes that are **personal property** and when issuance of a title ceased and was replaced with an ownership document. A copy of the ownership document (**not a title**) is provided to structures that meet MHODS Program criteria. The document contains, but is not limited to, records of ownership, security interest holders, and the location of the manufactured home in Oregon.

Which homes are eligible?

For a structure to be included in the MHODS database, it must meet the program's eligibility requirements. Refer to the table below to determine if your structure is eligible. If a structure is not eligible, it cannot be recorded and your transaction fee will be refunded.

Eligible	NOT Eligible
<ul style="list-style-type: none"> • Manufactured homes Residential HUD structures constructed <u>after June 15, 1976</u> • Mobile homes Residential structures constructed <u>between Jan. 1, 1962, and June 15, 1976</u>, AND that meet the requirements of the Oregon Mobile Home Law in effect at the time of construction • Residential trailers Residential structures constructed <u>before Jan. 1, 1962</u> • Oregon Residential Prefabricated Structures (must have an Oregon gold seal) 	<ul style="list-style-type: none"> • Park model recreational vehicles Defined as vehicles with a single chassis mounted on wheels, more than 8.5 feet in width, less than 400 square feet in gross area, and designed for use as temporary living quarters. (ORS 803.036) • Homes converted to real property Manufactured homes that are deeded within a county and taxed as real property • Demolished, converted, or moved homes Homes that were demolished, converted to storage, or moved out of state

Important tips

- Please verify your email and phone contact information. If there are issues with your documentation, you will be notified by MHODS Program staff. It is important to immediately respond to any request for additional information or documentation. Email contact information works best because it is not uncommon for calls from the state phone system to be blocked as spam, or for staff members to be unable to leave a phone message because a voice mailbox is full or not set up.
- We encourage you to send copies of all forms and the county tax certification. Please keep the originals as you may need to refer to them if we contact you for additional information. Once transactions are scanned into the MHODS database the originals/copies we received are destroyed. We can produce copies of the scanned forms, but not the originals.
- Applications are processed on a first-come, first-served basis. We cannot expedite your application.
- Every application requires at least one county tax certification and at least one form.

- A signature is required from anyone who has or will have an interest in the home. If someone is unable to sign (due to death, divorce, etc.), an affidavit is required to explain why and who is signing for them. A signature or affidavit must be on one of the provided forms.
- We accept e-Notary and other electronic signatures.
- Processing times fluctuate throughout the year and can take as much as 30 days. Time also varies between the online process and between participating counties and state offices. Allow at least 15 days before inquiring about the status of your application. You can check the status of your application by looking online to see if the changes have been made. Read [How do I find a home ownership document in the MHODS database](#) under frequently asked questions.
- If you have inherited a home and plan on selling it, you can simply file one transaction and fee with the appropriate forms. The transaction will show that the home has transferred to you and is being sold to a new owner.
- If there is a gap in ownership records, you can file one transaction with all appropriate forms to make the records current. The transaction will reflect all changes in ownership.

Where to obtain your required county tax certification

A county tax certification is required and MUST be included with all applications. Your application will not be processed without this document. NO EXCEPTIONS.

The county tax certification is **NOT** the annual property tax statement. This is a special document issued by your county assessor and will have an expiration date. (Note: BCD offices do not issue county tax certifications.)

- If the home is moving to a different county within Oregon, a tax certification is required from **EACH** county.
- You must get this document regardless of whether or not you pay or owe property taxes on your home.
- Brand new homes, even though they have never been taxed, also require this document.
- Prepare all the necessary forms for your transaction before you request the county tax certification. The county assessor may request copies before they will issue you a county tax certification.
- County tax certifications have an expiration date. Your application must be submitted and processed **BEFORE THE EXPIRATION DATE**. If the certification has expired, the application will be rejected, even if it was mailed before the expiration date.
- We encourage you to submit your application immediately upon receiving your county tax certification. Allow a minimum of two weeks for timely processing of your application and payment.
- If the transaction cannot be completed before the expiration date on the tax certification, you must obtain a new county tax certification.

In our experience, the primary cause of a rejected application is a missing county tax certification. If you do not have a county tax certification, then you are not ready to submit your application. For a list of county assessors, visit the resources section of mhods.oregon.gov.

Types of transactions and quick reference

Transactions		Required forms	Fees
1	Record ownership for new homes (<i>not currently in MHODS database</i>) Newly built home being registered to the first owner Home recently removed from an exempt status such as real property Used home being moved to Oregon from another state	<ul style="list-style-type: none"> County tax certification Form 2952 MCO (new homes only) Trip permit 	\$55 \$5 per section
2	Changing ownership (currently in MHODS database) Adding a new co-owner Removing an existing owner Legal name change of existing owner Recording ownership resulting from sale or inheritance	<ul style="list-style-type: none"> County tax certification Form 2952 	\$55
3	Ownership changes by death of owner(s) Includes death of owner with two or more owners of record without right of survivorship; conditions: with probate or without probate	<ul style="list-style-type: none"> County tax certification Form 2952 Form 5177 (with probate) or Form 2946 (without probate) 	\$55
4	Death of single owner Two or more owners of record with right of survivorship	<ul style="list-style-type: none"> County tax certification Form 2952 Form 5221 	\$55
5	Moving a home with an ownership change	<ul style="list-style-type: none"> County tax certification(s) Form 2952 	\$55 \$5 per section
6	Moving a home without an ownership change (Form 2952 is not required)	<ul style="list-style-type: none"> County tax certification(s) Form 5225 	\$5 per section
7	Security interest holder Adding, assigning, subordinating, or releasing security interest (If no change in ownership is required, Form 2948 should be used instead of Form 2952.)	<ul style="list-style-type: none"> County tax certification Form 2952 or Form 2948 	\$55

Transactions		Required forms	Fees
8	Recording manufactured home as real property (With ownership transfer)	<ul style="list-style-type: none"> • County tax certification • Form 5176 (notary required) • Form 2952 	\$55
9	Moving a new home directly to real property (Needs trip permit only)	<ul style="list-style-type: none"> • County tax certification • Form 5225 	\$5 per section
10	Recording an existing manufactured home as real property (Without ownership transfer)	<ul style="list-style-type: none"> • County tax certification • Form 5176 (notary required) • No fee (unless online) 	No fee required
11	Removing home from county deed records (Establishing home as personal property)	<ul style="list-style-type: none"> • County tax certification • Form 5175 (notary required) • Form 2952 	\$55
12	Home no longer habitable (Damaged beyond repair, demolished, converted to storage)	<ul style="list-style-type: none"> • County tax certification • Form 2952 • No fee (unless online) 	No fee required
13	Abandonment of manufactured home	<ul style="list-style-type: none"> • County tax certification • Form 2951 • Form 2952 	\$55
14	Repossession of manufactured home	<ul style="list-style-type: none"> • County tax certification • Form 3926 • Form 2952 	\$55
15	Trust (Adding or removing home into or from a trust)	<ul style="list-style-type: none"> • County tax certification • Form 2952 • Form 5221 	\$55

Supporting notarized affidavits

Affidavit types		Required forms
1	<ul style="list-style-type: none"> Affidavit to Establish Ownership of a Manufactured Structure Required when you are unable to obtain a signature of a person or party having interest in the home. <i>The required documentation section is mandatory</i> 	<ul style="list-style-type: none"> Form 2947
2	<ul style="list-style-type: none"> Affidavit in Support of Change to a Manufactured Home Required if ownership change involves divorce, right of survivorship, trust, or power of attorney. 	<ul style="list-style-type: none"> Form 5221 (submit one for each owner or security interest holder)

Transaction forms and instructions

Form name	Form number
1 County tax certification Required for all applications; refer to Where to obtain your required county tax certification	<ul style="list-style-type: none"> Obtained from the county
2 Manufacturer's Certificate of Origin (MCO) Also known as the Manufacturer's Statement of Origin (MSO); Form 2952 must be submitted with the MCO	<ul style="list-style-type: none"> Obtained from dealer or manufacturer Only required for new homes
3 Manufactured Home Ownership Document Application	<ul style="list-style-type: none"> 2952
4 Affidavit in Support of Change to a Manufactured Home	<ul style="list-style-type: none"> 5221 <ul style="list-style-type: none"> notary required
5 Affidavit of Transfer of Interest by Interest by Probate or Small Estate	<ul style="list-style-type: none"> 5177 <ul style="list-style-type: none"> notary required
6 Affidavit of Transfer of Interest by Inheritance Without Probate	<ul style="list-style-type: none"> 2946 <ul style="list-style-type: none"> notary required
7 Manufactured Structure Security Interest Change	<ul style="list-style-type: none"> 2948
8 Application for Recording Manufactured Home as Real Property	<ul style="list-style-type: none"> 5176 <ul style="list-style-type: none"> county seal required notary required

Form name		Form number
9	Application to Remove Manufactured Home From County Deed Records	<ul style="list-style-type: none"> • 5175 <ul style="list-style-type: none"> ○ county seal required ○ notary required
10	Abandonment Affidavit for Manufactured Homes	<ul style="list-style-type: none"> • 2951 <ul style="list-style-type: none"> ○ notary required
11	Manufactured Home Affidavit of Repossession	<ul style="list-style-type: none"> • 3926 <ul style="list-style-type: none"> ○ notary required
12	Affidavit to Establish Ownership of a Manufactured Structure	<ul style="list-style-type: none"> • 2947 <ul style="list-style-type: none"> ○ notary required
13	Manufactured Home Trip Permit Application For use when form 2952 is not required	<ul style="list-style-type: none"> • 5225

To access a list of transaction types, information, and printable forms, visit [BCD forms and applications](#).

Tips for Form 2952

Sections	Tips																												
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Sections	Tips														
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SECTION 7 NEW SECURITY INTEREST HOLDERS															
SECURITY HOLDER 1	Security interest holder name: _____ Phone: _____														
	Mailing Address: _____														
	City: _____ State: _____ ZIP: _____														
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<p>Section 8: Current owner acknowledgement</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2" style="background-color: #e0e0e0;">SECTION 8 CURRENT OWNER ACKNOWLEDGEMENT</th> </tr> </thead> <tbody> <tr> <td colspan="2" style="font-size: small;"> All current owners (including security interest holders) must acknowledge the sale or change of ownership by signing the ownership document, signing the DMV title, OR completing the section below. Applications missing signatures will be rejected. </td> </tr> <tr> <td rowspan="4" style="background-color: #e0e0e0; text-align: center; vertical-align: middle;">CURRENT OWNER 1</td> <td> Legal Name: <small>(last, first, middle)</small> _____ Phone: _____ </td> </tr> <tr> <td>Email: _____</td> </tr> <tr> <td> <input type="checkbox"/> I release my interest in this structure <input type="checkbox"/> I acknowledge this sale/change of ownership, but do not release my interest in this structure </td> </tr> <tr> <td> Signature: _____ Date: _____ </td> </tr> <tr> <td rowspan="4" style="background-color: #e0e0e0; text-align: center; vertical-align: middle;">SECURITY HOLDER</td> <td> Security interest holder name: _____ Phone: _____ </td> </tr> <tr> <td>Email: _____</td> </tr> <tr> <td> <input type="checkbox"/> I release my interest in this structure <input type="checkbox"/> I acknowledge this sale/change of ownership, but do not release my interest in this structure </td> </tr> <tr> <td> Signature: _____ Date: _____ </td> </tr> </tbody> </table>	SECTION 8 CURRENT OWNER ACKNOWLEDGEMENT		All current owners (including security interest holders) must acknowledge the sale or change of ownership by signing the ownership document, signing the DMV title, OR completing the section below. Applications missing signatures will be rejected.		CURRENT OWNER 1	Legal Name: <small>(last, first, middle)</small> _____ Phone: _____	Email: _____	<input type="checkbox"/> I release my interest in this structure <input type="checkbox"/> I acknowledge this sale/change of ownership, but do not release my interest in this structure	Signature: _____ Date: _____	SECURITY HOLDER	Security interest holder name: _____ Phone: _____	Email: _____	<input type="checkbox"/> I release my interest in this structure <input type="checkbox"/> I acknowledge this sale/change of ownership, but do not release my interest in this structure	Signature: _____ Date: _____	<ul style="list-style-type: none"> • This section must be completed and signed by the current owners and security interest holders (if applicable). • You must select to either release or retain interest. • By signing this section, you agree to the acknowledgements listed on this page.
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	Email: _____														
	<input type="checkbox"/> I release my interest in this structure <input type="checkbox"/> I acknowledge this sale/change of ownership, but do not release my interest in this structure														
	Signature: _____ Date: _____														

Demolished and converting to storage

If you are demolishing your home or converting it to storage, your local building and planning department may require a special permit. Check with them; BCD does not issue those permits. Do not forget to also mark the “demolition” or “converted to storage” check box in Section 1.

Right of survivorship

Two or more owners can select “right of survivorship” on Form 2952. You cannot select “right of survivorship” if there is only one owner. MHODS cannot specify percentage share of ownership. For example, MHODS cannot show that Owner A owns 80 percent of the home and Owner B owns 20 percent. If you are listed as an owner, you may be jointly liable for property taxes or other financial obligations.

For more information on right of survivorship, go to the [FAQ section](#).

Deceased owner

If there is a deceased owner or co-owner, you will also need to include the appropriate affidavit below. These affidavits explain why an owner is unable to sign. A separate affidavit is required for each owner who is unable to sign. **DO NOT SEND ANY death certificates, wills, or court documents. (They will not be returned.)**

- Form 2946: Affidavit of Transfer of Interest by Inheritance Without Probate
- Form 5177: Affidavit of Transfer of Interest by Probate or Small Estate
- Form 5221: Affidavit in Support of Change (used when there is Right of Survivorship with two or more co-owners with at least one co-owner still living)

We cannot offer legal advice. It is up to you to select the form that best fits your circumstances.

Power of attorney

If signing with the power of attorney (POA), you will need to complete Form 5221 and submit it with your application. **We will not accept other evidence; do not send us any POA documents.**

Signing on behalf of a trust

If signing on behalf of a trust, you will need to complete Form 5221 and submit it with your application. **We will not accept other evidence of signing authority; do not send us any trust documents.**

Divorce

If you were awarded the home in a divorce, you will need to complete Form 5221 and submit it with your application. **Do not send us any divorce documents.**

Security interest holder release

A security interest holder is a person or business that has a legal financial claim on the home, usually from obtaining a loan. To release a security interest holder, you will need to provide one of the following:

- **Form 2952: Manufactured Home Ownership Document Application**
The release will need to be signed by the security interest holder in Section 8.

- **Form 2948: Manufactured Structure Security Interest Change**
If there is no change to ownership, then a Form 2952 is not required.
- **Other release documentation**
A copy of the previously used DMV title in which the security interest holder has released their interest on the back. Include with your Form 2952.
- **Form 2947: Affidavit to Establish Ownership of a Manufactured Structure**
If the options above cannot be provided, and you cannot find the security interest holder, include this form with all necessary documentation and an explanation of why you were unable to secure the release using the above methods.

Government agencies holding security interest cannot be removed using Form 2947. Examples include the Oregon Department of Revenue and Veterans Affairs. MHODS requires a direct notice from the agency. You must work with the agency to resolve the lien before you submit your application to MHODS.

Adding or removing a security interest holder

To add a new security interest holder, use Form 2952 or Form 2948. If you are using Form 2948 and there are no changes to ownership, Form 2952 is not required.

Converting from personal property to real property

If you are recording the home as real property, complete Form 5176. If you are also changing ownership or security interest at the same time, you will need to complete a Form 2952 and include it with your application.

The county recorder must affix their stamp or seal in the upper right-hand corner of Form 5176 or provide a cover letter. When you get your county tax certification from the county assessor, remember to let them know you are recording the home as real property.

■ If there is no change to ownership or security interest, MHODS does not need a Form 2952.

Removing the home from real property back to personal property

If you are returning the home to personal property status, you will need to complete Form 5175 and include it along with Form 2952 with your application. This may be necessary if the home has been sold to a new owner who will be removing it from the installed location.

Manufactured Home Communities (MHC) and abandoned homes

If a home has been sold or obtained as part of the abandonment process, you will need to complete Form 2951 and include it with your application.

Form 2952 will need to be completed to reflect the new owner(s), with the MHC as the seller in Section 8. If the MHC will maintain ownership, list the MHC as the new owner on Form 2952.

Repossession

If you are a security interest holder of record and are repossessing the home, you will need to complete Form 3926 and submit it with your application. You must include a Form 2952 to record any new owner(s).

If a security interest holder is taking ownership of a repossessed home, they will need to be recorded as the new owner(s).

Moving a home with required trip permit(s)

If the manufactured home will be relocated during the transaction, a trip permit will need to be requested on Form 2952. A trip permit is also required if a manufactured home is being moved out of state if the home currently has an ownership document. Make sure you check the trip permit box under Section 1. You will also need to provide the current location, new location, and transporter information under Home Location in Section 5. The fee is \$5 per section. (A double wide would cost \$10.)

If the home is moving from one Oregon county to another within Oregon, a county tax certification will be required from both counties (i.e., your application will include two county tax certifications).

MHODS trip permits are **not required** when:

- Moving a new manufactured home (i.e., there is no ownership document) to a destination outside of Oregon
- The manufactured home is owned by the United States government
- The manufactured home is held as inventory by the manufacturer or a licensed manufacturer on a lot or temporary location
- Transporting a home to the dump or recycling facility to be demolished

How to submit an application

Once you have all your forms completed and together, it is time to submit your application. Applications may be submitted through the local county assessor or to BCD directly.

With the county assessor

A county approved to act as the state's agent can also process your application on behalf of the division. For a list of approved counties that act as a BCD agent, visit:

<https://www.oregon.gov/bcd/man-home-own/Pages/county-assessors.aspx>.

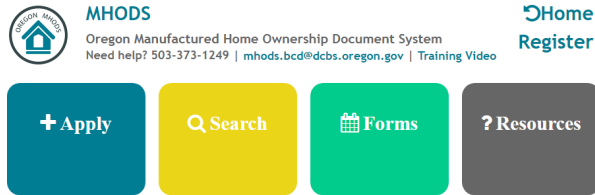
A local office that also provides the required county tax certification may offer convenience or other advantages to you. In addition, a local office's work volume and ability to resolve issues on the spot may allow it to issue your new ownership document during your visit.

Local counties processing fees may vary from the state fee schedule. When contacting the assessor for your county tax certification, ask about acceptable methods for submitting the application and making payment.

With the Building Codes Division

Note: We do not accept applications submitted by email.

Online



The quickest to submit applications is online through the BCD program website – https://aca-oregon.accela.com/OR_MHODS/Default.aspx.

Payment is required at the time of submission.

Applications are typically processed within two business days.

The online application process works best if you use a web browser other than Google Chrome.

Although online submission and payment are an option, it is only recommended for those who submit applications regularly, such as dealers and title companies, as it can be challenging to maneuver through all the screens. Copies of all required documentation, including signed forms and current county tax certification must be submitted as PDF files with your online application.

Detailed instructions on how to upload documents can be found on the MHODS website under Resources.

Mailing your application

Oregon Building Codes Division (USPS only)

OREGON BUILDING CODES DIVISION
ATTN: MHODS PROGRAM
P.O. BOX 14470
SALEM, OR 97309

Note: The U.S. Postal Service does not deliver mail to the physical street address of the Salem office listed directly below. You must use the P.O. Box address for U.S. Postal Service delivery.

Oregon Building Codes Division (UPS, FedEx)

OREGON BUILDING CODES DIVISION
ATTN: MHODS PROGRAM
1535 EDGEWATER ST. NW
SALEM, OR 97304

In-person submittal: Applications are processed in the order they are received through the various submittal methods. The Salem office is unable to provide same-day approval for in-person submissions.

BCD Pendleton Field Office (USPS, UPS, FedEx)

OREGON BUILDING CODES DIVISION
ATTN: MHODS PROGRAM
800 SE EMIGRANT AVE., SUITE 360
PENDLETON, OR 97801

Secure fax

Applications can be submitted using our secure fax: 503-947-2333.

Note: Applications sent to the secure fax are received by the Department of Consumer and Business Services (DCBS) Fiscal Section and then after validating the payment, forwarded to the MHODS Salem office for processing. Therefore, **do not contact** the MHODS program staff to confirm if your faxed application has been received. Processing the payment can take up to a week.

Secure fax for credit card payments:
503-947-2333

If paying by credit card, applicant must sign credit card information box.

<input type="checkbox"/> Visa	<input type="checkbox"/> MasterCard	<input type="checkbox"/> Discover	Phone: <input style="width: 50px;" type="text"/>
Cardholder signature			\$ <input style="width: 50px;" type="text"/>
Name of cardholder as shown on credit card			Amount
Credit card number			Expiration date

Be sure to fax copies of all required application forms and your valid county tax certification.

If Form 2952 is not required, please include a cover sheet with your home ID number along with your documentation.

Fees

Transaction	State fee schedule
Any changes to ownership or security interest	\$55
Converting from real property to personal property	\$55
Converting from personal property to real property	None (if no change to ownership or security interest)
Trip permit	\$5 per section

- Contact the county directly about any fees it may have for issuing the tax certification.
- Many county assessors also act as our agents. They may be able to process your application quicker than us, as well as address issues with your application on the spot. Their transaction fees also may vary from ours, so ask about their fees when you contact them for your county tax certification.
- There is no transaction fee to convert a home from personal property to real property, if the ownership is not changing, or to record homes that are no longer habitable (e.g., destroyed, damaged, altered, or changed to storage units).
- If you are moving a home that does not have a change in ownership, only a trip permit fee is required.
- Accepted methods of payments to state offices:
 - Credit and debit cards accepted: Visa, MasterCard, and Discover
 - Check or money order payable to Department of Consumer and Business Services
 - Cash (in person)

Frequently asked questions

Has my home ever been moved before or is there a record of the de-titling?

If your home is not in our database, most likely your home is real property so we would have no records. Our database only contains information on homes that were personal property as of February 2017. We caution that records for older homes in our database may be incomplete. In some instances, it is not always possible to determine if the home has ever been moved or recorded as real property. It is best to work directly with the county assessor to resolve these matters, as they are the best source for guidance for structures in their jurisdiction.

For brand new homes being installed in Oregon, a homeowner may choose to have the home recorded as real property with the county assessor using Form 5176 without being added to our database. Some counties may require a home be recorded in MHODS before converting it to real property. We recommend checking local requirements with your county assessor.

My lender is requiring an inspection; does the State of Oregon do this?

No, the state does not provide inspections for home loans. We also cannot provide a referral. Ask your lender who they recommend.

My lender is requiring tie-downs; do I have to install them?

Manufactured homes installed after 2010 require tie-downs. Homes installed before 2010 may or may not use tie-downs. The state does not require retrofitting a home with tie-downs unless it is relocated to a new site. However, a lender may require retrofitting as a condition to secure a loan.

Can I sell and move an old home?

Yes, you can change ownership and move the home. You will want to consult the local planning office for the new location because many jurisdictions will not allow homes built before the HUD standard (before June 15, 1976) to be installed in their area.

Do you process titles for park models?

No, MHODS no longer handles park model homes. Contact Oregon Driver and Motor Vehicle Services (DMV) at 503-945-5000, or online at oregon.gov/odot/dmv, for assistance in determining if your park model home is eligible to receive a title.

We cannot comment on, nor do we have any knowledge of DMV's procedures, forms, or policies for recording ownership or security interests related to park models. Structures that do not meet MHODS Program criteria are labeled "inactive" in our system. Applications related to a park model cannot be accepted and your money will be refunded.

Can I get a replacement HUD label?

A manufactured home built after June 15, 1976, will have HUD labels. Physical HUD labels cannot be replaced. HUD label numbers are listed on the ownership document if they were included in an application.

You can request a letter of label verification from the [Institute for Building Technology and Safety](#) (IBTS). A letter of label verification provides the HUD label number, serial number, date of manufacture, plant location, and the location of the home's first destination. It is generally accepted in place of HUD labels. You also may contact IBTS' Label Department at 866-482-8868 or email labels@ibts.org. IBTS is a contractor for HUD.

What is a HUD home data plate?

Information on a manufactured home can be found on the data plate, an 8.5-by-11-inch paper typically attached inside the kitchen sink cabinet. Other possible locations include other kitchen cabinets, utility room cabinets, or bedroom closets. The data plate will have the following information:

- Manufacturer
- Energy efficiency
- HUD number
- Serial number
- Build date
- Snow load
- Model designation
- Major appliances

Can I get a replacement of a HUD home data plate?

Yes. Replacement data plates can only be obtained by contacting the Institute for Building Technology and Safety (IBTS) at 703-481-2000. You must know either the HUD label number or serial number for the home. IBTS charges for this service; contact IBTS directly about the fee.

Only manufactured homes built after June 15, 1976, will have a data plate. If you cannot find the data plate or the HUD label number, and you have no other documentation (e.g., an owner's manual), check for the serial number. It is stamped on the outside of the metal cross member running from sidewall to sidewall at the hitch-end of the home. To be able to see the stamp, you will need to remove the skirting or have underfloor access.

I am having difficulty getting a signature of an owner; what can I do?

If the current owner of record cannot be found to release their interest, and you do not have the previously used DMV title in which the owner(s) or security interest holder(s) released their interest on the back, or a signed bill of sale, then you will need to include Form 2947 with Form 2952.

What does right of survivorship mean?

Two or more owners can select "right of survivorship" on Form 2952. Two owners would then own the home jointly 50/50. Three owners, would own the home 33/33/33. If you are listed as an owner, you may be jointly liable for property taxes or other financial obligations.

MHODS cannot offer legal advice as to why you may or may not want to select "right of survivorship." You may wish to consult an attorney. You cannot select "right of survivorship" if there is only one owner.

MHODS cannot specify a percentage share of ownership. For example, MHODS cannot show Owner A as owning 20 percent of the home and Owner B owning 80 percent.

What is an MCO and MSO?

A Manufacturer’s Certificate of Origin (MCO) and a Manufacturer’s Statement of Origin (MSO) are phrases that refer to the same document, in which the manufacturer establishes the origin and original ownership of the structure. An MCO/MSO is used in the initial sale and transfer of the structure to the dealer, so it is not something typically seen by most consumers.

What ownership documents can be found in the MHODS database?

Manufactured home ownership documents in our database are public record. Our database primarily contains homes that were personal property and successfully transferred into the MHODS software implemented in February 2017. Homes that moved out of Oregon before February 2017, or went directly into real property from the manufacturer, most likely will not be in our database. Personal property homes that later transitioned to real property may be in our database but are labeled as inactive.

If the home you are researching is real property, we recommend you contact your county assessor for assistance.

How do I find a home ownership document in the MHODS database?

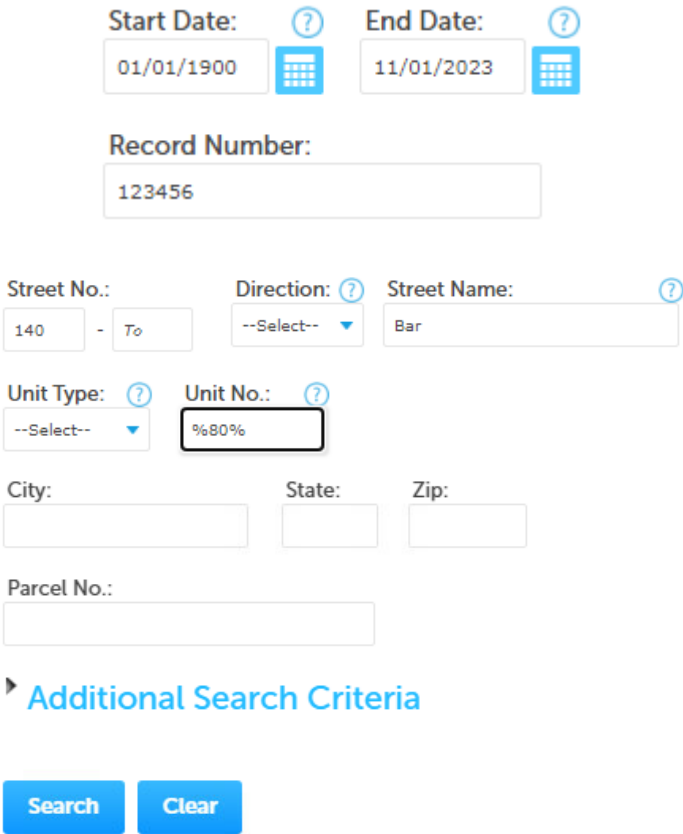
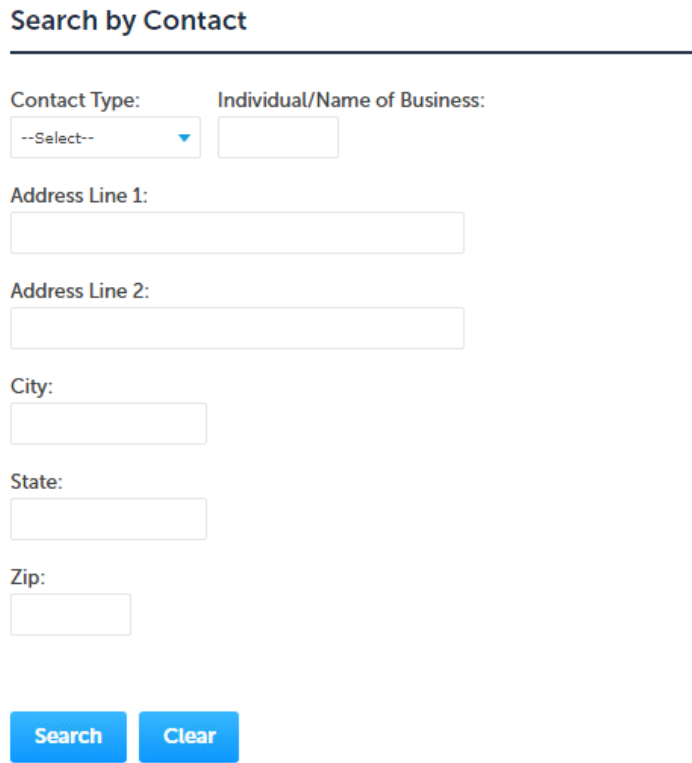
The following instructions will help you navigate [MHODS](#).

Tips:


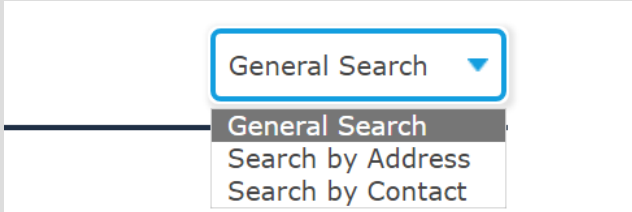
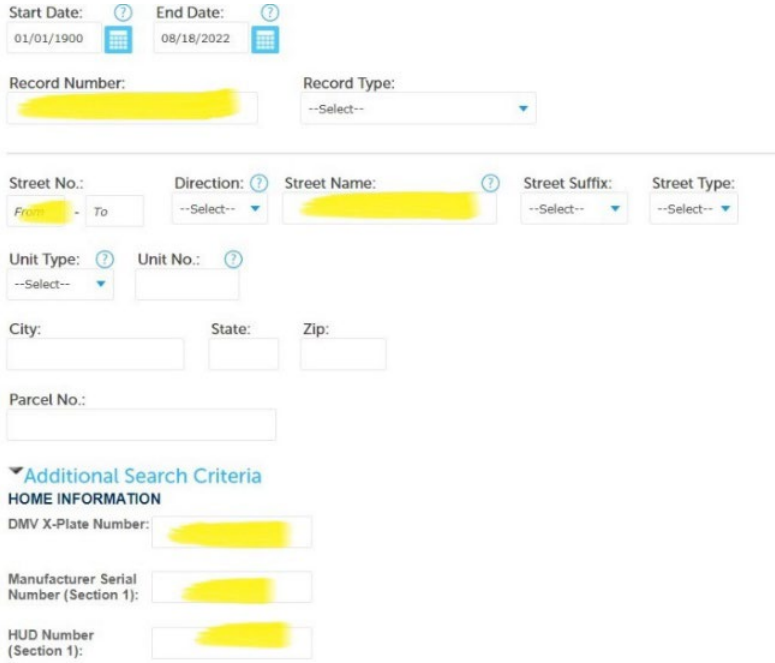
- When searching, be sure to clear the search fields between each attempt.
- MHODS works best in web browsers other than Google Chrome.

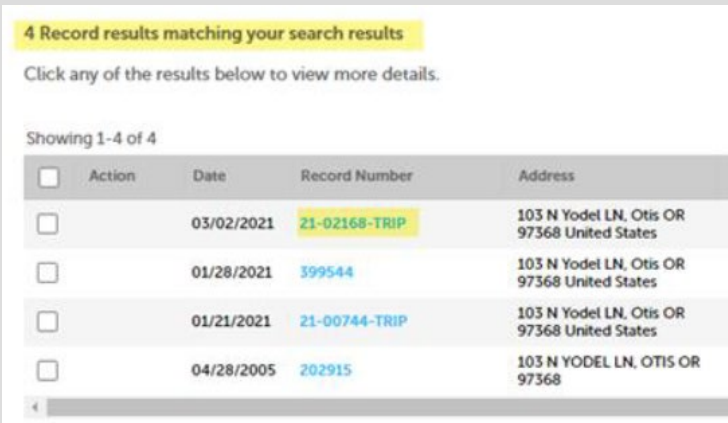
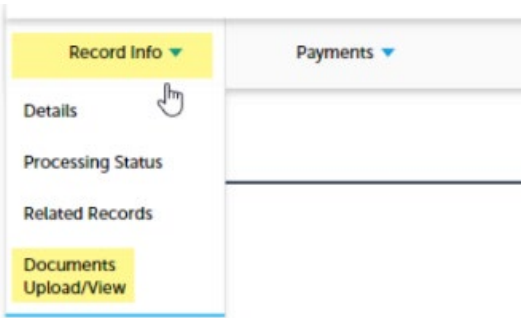
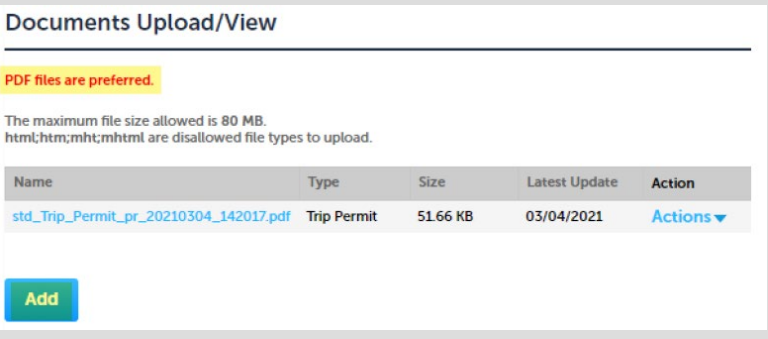
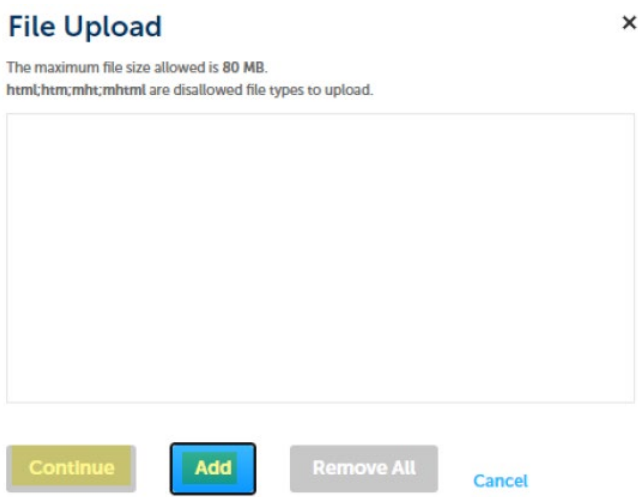


Instructions	Example
<p>1. Mouse over the yellow “Search” block at the top of the Oregon Manufactured Home Ownership Document System (MHOD) website.</p>	
<p>2. Select the search type from the drop-down list:</p> <ul style="list-style-type: none"> • General Search • Search by Address • Search by Contact <p>General Search is the default and is recommended.</p>	

Instructions	Example
<p>3. To search by home ID or address:</p> <ul style="list-style-type: none"> Enter the six digit home ID in the “Record Number” field. <p>or</p> <ul style="list-style-type: none"> For addresses, it is best to enter less information. Use just the street number and the first three characters of the street name. <p>Example: 140 Barger Street, Space B-80, Anytown, Oregon Under “Street No.” enter 140 in the “From” field. Under “Unit No.” enter %80% (The % symbol is a wild card. Do not put in B-80, or B 80, or B80.) Select “Search” and follow the prompts.</p>	 <p>Start Date: 01/01/1900 End Date: 11/01/2023</p> <p>Record Number: 123456</p> <p>Street No.: 140 - To Direction: --Select-- Street Name: Bar</p> <p>Unit Type: --Select-- Unit No.: %80%</p> <p>City: State: Zip:</p> <p>Parcel No.:</p> <p>Additional Search Criteria</p> <p>Search Clear</p>
<p>4. To search by owner name, instead of selecting “General Search” in Step 2, select “Search by Contact.” The less-is-more approach also applies here. For example, if the owner is Jane Smith, then in the “Individual/ Name of Business” field enter the last name “Smith” followed by a comma and a space. Then type the first two letters of the owner’s first name – “Ja” – followed by the wild card symbol “%”. For common names, try adding the city to narrow your search results. Select “Search” and follow the prompts.</p>	 <p>Search by Contact</p> <p>Contact Type: --Select-- Individual/Name of Business:</p> <p>Address Line 1:</p> <p>Address Line 2:</p> <p>City:</p> <p>State:</p> <p>Zip:</p> <p>Search Clear</p>

How do I upload documents to my application?

Instructions	Example
<p>1. You must first log in.</p> <p>After you are logged in, mouse over the yellow “Search” block at the top of the Oregon Manufactured Home Ownership Document System (MHOD) website.</p>	
<p>2. Select the search type from the drop-down list:</p> <ul style="list-style-type: none"> • General Search • Search by Address • Search by Contact 	
<p>3. Search for a document by entering the record number or a partial address. Note: The best way to find information is to use less information in your search.</p> <p>Tips: Enter the permit/application number with the dashes, leaving out any extensions such as -USED, -NEW, and -TRIP.</p> <p>When using the address search, type just the street number and the first three characters of the street name followed by the wild card symbol “%”.</p> <p>You can also search by the DMV X-Plate Number.</p>	

Instructions	Example																				
<p>4. If only one record matches your search, it will automatically open to that record. If more than one record matches your search, you will need to select the blue record number hyperlink to open the record you want.</p>	 <p>4 Record results matching your search results</p> <p>Click any of the results below to view more details.</p> <p>Showing 1-4 of 4</p> <table border="1"> <thead> <tr> <th>Action</th> <th>Date</th> <th>Record Number</th> <th>Address</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>03/02/2021</td> <td>21-02168-TRIP</td> <td>103 N Yodel LN, Otis OR 97368 United States</td> </tr> <tr> <td><input type="checkbox"/></td> <td>01/28/2021</td> <td>399544</td> <td>103 N Yodel LN, Otis OR 97368 United States</td> </tr> <tr> <td><input type="checkbox"/></td> <td>01/21/2021</td> <td>21-00744-TRIP</td> <td>103 N Yodel LN, Otis OR 97368 United States</td> </tr> <tr> <td><input type="checkbox"/></td> <td>04/28/2005</td> <td>202915</td> <td>103 N YODEL LN, OTIS OR 97368</td> </tr> </tbody> </table>	Action	Date	Record Number	Address	<input type="checkbox"/>	03/02/2021	21-02168-TRIP	103 N Yodel LN, Otis OR 97368 United States	<input type="checkbox"/>	01/28/2021	399544	103 N Yodel LN, Otis OR 97368 United States	<input type="checkbox"/>	01/21/2021	21-00744-TRIP	103 N Yodel LN, Otis OR 97368 United States	<input type="checkbox"/>	04/28/2005	202915	103 N YODEL LN, OTIS OR 97368
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<p>5. Once your record is loaded, go to “Record Info” and select “Documents Upload/View.”</p>	 <p>Record Info ▾</p> <ul style="list-style-type: none"> Details Processing Status Related Records Documents Upload/View <p>Payments ▾</p>																				
<p>6. Select the “Add” button to start an upload.</p> <p>IMPORTANT NOTE: PDF files are preferred for upload, while file types ending in html, htm, mht, and mhtml are disallowed. The maximum file size allowed is 80 MB.</p>	 <p>Documents Upload/View</p> <p>PDF files are preferred.</p> <p>The maximum file size allowed is 80 MB. html;htm;mht;mhtml are disallowed file types to upload.</p> <table border="1"> <thead> <tr> <th>Name</th> <th>Type</th> <th>Size</th> <th>Latest Update</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>std_Trip_Permit_pr_20210304_142017.pdf</td> <td>Trip Permit</td> <td>51.66 KB</td> <td>03/04/2021</td> <td>Actions ▾</td> </tr> </tbody> </table> <p>Add</p>	Name	Type	Size	Latest Update	Action	std_Trip_Permit_pr_20210304_142017.pdf	Trip Permit	51.66 KB	03/04/2021	Actions ▾										
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<p>7. A pop-up will appear. Select the “Add” button in this pop-up to locate your document.</p> <p>Note: Only one document file can be uploaded at a time. You will need to repeat this process to add each additional document.</p>	 <p>File Upload ×</p> <p>The maximum file size allowed is 80 MB. html;htm;mht;mhtml are disallowed file types to upload.</p> <div style="border: 1px solid #ccc; height: 150px; width: 100%;"></div> <p>Continue Add Remove All Cancel</p>																				

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<p>Tip: Double-check that your document(s) have uploaded successfully. If you see “Pending” instead of “Actions” listed under the Action category, the document did not upload correctly. Try uploading the document using a different web browser. The MHODS website works best in browsers other than Google Chrome.</p>	<div data-bbox="625 247 1412 577"> <h3>Documents Upload/View</h3> <hr/> <p>PDF files are preferred.</p> <p>The maximum file size allowed is 80 MB. html;htm;mht;mhtml are disallowed file types to upload.</p> <table border="1"> <thead> <tr> <th>Name</th> <th>Type</th> <th>Size</th> <th>Latest Update</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>std_Trip_Permit_pr_20210304_142017.pdf</td> <td>Trip Permit</td> <td>51.66 KB</td> <td>03/04/2021</td> <td>Actions ▼</td> </tr> </tbody> </table> <p>Add</p> </div>	Name	Type	Size	Latest Update	Action	std_Trip_Permit_pr_20210304_142017.pdf	Trip Permit	51.66 KB	03/04/2021	Actions ▼
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