

# Route for Statement of Intent

(DETITLING MANUFACTURED HOME)

## PART ONE:

- 1) Department of Motor Vehicle – Request a Statement of Intent Form MV72(5/22). Complete the Statement of Intent in its entirety (both pages), including the signatures and notarized.
- 2) Flathead County Treasurer- This is in the same complex building. All taxes, interest, and penalties on the manufactured home must be paid in full. Request they issue a copy of the Tax Paid Receipt
  - a) This receipt **does not** need to be recorded with the statement of intent, hold on to it.
- 3) Clerk and Recorder- Submit the completed Statement of Intent to be recorded. They will issue ONE (1) certified copy. **Recording fees will be due at that time.**
- 4) Department of Revenue- Must provide documentation for review.
  - a) Certified copy of the Statement of Intent
  - b) Copy of the Tax Paid Receipt

If completed, The Department of Revenue will then issue a Green Slip that needs to be taken and submitted to the Department of Motor Vehicle with the other documentation.

- 5) Department of Motor Vehicle- Must provide documents to submit.
  - a) The recorded, certified copy of the Statement of Intent
  - b) The certificate of origin or certificate of title for the manufactured home.
  - c) The Green Slip from the Department of Revenue.
  - d) The Tax Paid Receipt
  - e) Estimated fee of \$10.30 will be due at this time.

Department of Motor Vehicle will submit the documents to Helena for processing. Helena will then, mail a statement verifying the de-titling process, along with the certified copy of the Statement of Intent (originally issued by the clerk and recorder, in step 3).

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## PART TWO:

**MOST IMPORTANT**, upon receipt of the above documentation in the mail, it **MUST** then be re-submitted to the Clerk and Recorder.

1. Clerk and Recorder- RE-SUBMIT the same certified Statement of Intent to be recorded for a **SECOND time**. They will issue ONE (1) certified copy, showing the **SECOND** recording. **Recording fees will be due at that time.**
2. Department of Revenue- MUST submit the certified copy of the Statement of Intent showing **both** recordings. **The ownership records used for assessment and taxation purposes cannot be changed until we receive this documentation.** The process is then complete.

## Location Details:

**DEPARTMENT OF MOTOR VEHICLES & FLATHEAD COUNTY TREASURER BOTH MOVED TO THE NEW, FLATHEAD COUNTY NORTH COMPLEX LOCATED AT:**

(Formerly known as the CentruyTel building)

290 A North Main  
Kalispell, MT 59901  
Phone: 406-758-5690  
Hours: 8:00 AM - 4:30 PM

### **CLERK AND RECORDER:**

800 South Main, Rm 114  
Kalispell, MT 59901  
Phone: 406-758-5526  
Hours: 8:00 AM – 5:00 PM

### **DEPARTMENT OF REVENUE:**

100 Financial Dr #210  
(UPSTAIRS)  
Kalispell, MT 59901  
Phone: 406-758-5700  
Hours: 9:00 AM – 4:00 PM





# Statement of Intent to Declare a Manufactured Home an Improvement to Real Property

Page 2 of 2

P.O. Box 201431 Helena, MT 59620-1431 • Phone (406) 444-3661 • Fax (406) 444-0116 • mvdtitleinfo@mt.gov • dojmt.gov

**PLEASE PRINT**

The manufactured home is subject to the security interests of the following secured parties (write "none" if none exists). The signature of each secured party is required to eliminate the title/certificate of origin and declare the manufactured home an improvement to real property. The signature acknowledges the secured party is aware the security interest will be removed from the motor vehicle system when the title is eliminated.

Secured Party  
(Print Name) \_\_\_\_\_

Secured Party \_\_\_\_\_

Authorized Signature \_\_\_\_\_

Secured Party  
(Print Name) \_\_\_\_\_

Secured Party \_\_\_\_\_

Authorized Signature \_\_\_\_\_

Under penalty of law (§ 45-7-203, MCA), I certify that:

- The statements made, and information contained on this form are true and correct to the best of my knowledge, information, and belief;
- I am the same person named as owner/purchaser on the certificate of title or as purchaser on the certificate of origin for this manufactured home;
- I make this Statement of Intent declaring the above-referenced manufactured home to constitute an improvement to real property according to Montana statutes; and
- The manufactured home is attached to a permanent foundation, with its running gear removed, so that it is no longer capable of being drawn over public highways and is placed on the land described on page 1.

Printed Name of Manufactured Home Owner/Purchaser \_\_\_\_\_

Driver License Number of Manufactured Home Owner/Purchaser \_\_\_\_\_

Legal Signature of Registered Owner (only one owner's signature is required) \_\_\_\_\_ Date \_\_\_\_\_

<b>Notary Use Only</b>				Do not notarize or verify unless signed in your presence and printed name of applicant is listed.			
State of		County of		Signed before me on (date)		Notary Stamp/Seal	
By (clearly print name of person signing form)							
Notary signature							

- This Statement of Intent must be recorded, and all recording fees paid, in the Clerk and Recorder's Office of the county in which the real property is located.
- A certified copy of this recorded statement, along with the certificate of origin or certificate of title and a fee of \$10.30, must be surrendered to the office of the county treasurer (fee includes 3% administration fee per § 61-3-111, MCA).
- This statement will be returned to you once processed by the Vehicle Services Bureau, at which time you must resubmit it to the Clerk and Recorder's Office to complete the process.
- In order for the manufactured home to be classified as real property, a certified copy of this statement must be provided to the local Department of Revenue Property Assessment Division. Contact Information can be found at [MTRevenue.gov](http://MTRevenue.gov)

MVD Use only: I verify that the process of surrendering the certificate of (check one)  Title  Ownership Document  
 Origin for the manufactured home described on this form has been completed.

Signature of MVD Official: \_\_\_\_\_ Date: \_\_\_\_\_