



STACEY O'DAY

Allen County Assessor – Personal Property Team

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For new mobile home owners:

In order to transfer a mobile home to a new owner, you will need to complete the following steps.

1. File a Manufactured (Mobile) Home Permit State Form 7878 (R9 / 3-20). This can be done in person or online.
 - To file in person, go to the Allen County Treasurer's Office located in the Rousseau Centre at 1 E. Main Street, Suite 104, Fort Wayne, IN 46802. The Treasurer's Office can be contacted at (260) 449-7693.
 - To file online, go to www.allencounty.us/mobile-home-permits and file the Mobile Home Permit E-Form.
2. Take the Manufactured Mobile Home Permit to the BMV to start your title transfer process.
3. Once these two steps have been completed, our office will obtain a copy of the mobile home permit and the old title from the Treasurer's Office.
4. Once you have received the title in your name, you will need to provide a copy to the Assessor's Office.

For a complete BMV Title Application Checklist visit:

www.in.gov/bmv/files/Manufactured_Home_Used_Checklist.pdf



MANUFACTURED (MOBILE) HOME PERMIT

State Form 7878 (R9 / 3-20)

Prescribed by the Department of Local Government Finance

Type of mobile home permit:

Section A - For Moving Section B - Transferring Title (NOTE: Separate permits required if owner intends to both move and transfer title.)

INSTRUCTIONS:

1. A mobile home may not be moved from one location to another unless the owner obtains a permit to move the mobile home from the county treasurer.
2. The Bureau of Motor Vehicles may not transfer the title to a mobile home or change names in any manner on the title to a mobile home unless the owner obtains a permit to transfer the title from the county treasurer. (IC 6-1.1-7-10)
3. A county treasurer shall issue a permit which is required to either move, or transfer the title to a mobile home if the taxes, special assessments, interest, penalties, judgments, and costs that are due and payable on the mobile home have been paid. The permit shall state the date it is issued. The treasurer must issue the permit not later than two (2) business days (excluding weekends and holidays) after the date the treasurer receives a completed permit application. (IC 6-1.1-7-10)
4. A mobile home owner who sells the mobile home to another shall provide the purchaser with the permit required before the sale is consummated. This obligation does not apply to a mobile home offered for sale at an auction under IC 9-22-1.5 or IC 9-22-1.7. (IC 6-1.1-7-10.4) A person who violates this commits a Class C infraction. (IC 6-1.1-7-14)
5. A mobile home owner must present a copy of this permit to the Bureau of Motor Vehicles when applying for title transfer. If the mobile home is to be moved, a separate permit must be requested prior to moving.
6. A Form 1 (Notice of Placing of Mobile Home Upon Land or Lot) must be filed with the assessor within thirty (30) days after the date of placement of the mobile home (IC 6-1.1-7-3)
7. The requirement to obtain a permit to move or transfer title to a mobile home does not apply to a mobile home that is offered for sale at auction under IC 9-22-1.5, IC 9-22-1.7, or IC 6-1.1-23.5 for the transfer resulting from the auction. (IC 6-1.1-7-10(a))
8. Documentation provided by person requesting this permit (IC 6-1.1-7-10(d)) State Issued Title Court Order BMV Affidavit of Sale or Disposal

NOTE: A permit to move or transfer title to a mobile home expires ninety (90) days after the date the county treasurer issues it. When the permit expires, it becomes invalid and the owner must obtain a new permit.

ATTENTION: MOVER, HAULER, OR TOWER

A person who is engaged to move a mobile home may not provide that service unless the owner presents him with a permit to move the mobile home and the permit is dated not more than ninety (90) days before the date of the proposed move. The mover shall visibly display the permit while the mobile home is in transit. The mover must return the permit to the owner of the mobile home when the move is completed. IC 6-1.1-7-11

Name of owner's agent, if there is an agent acting on the owner's behalf			Agent's telephone number ()
SECTION A - MOVING PERMIT			
Name of owner			Date of issuance of permit (month, day, year)
Address (number and street, city, state, and ZIP code)			Date permit expires (ninety (90) days after issuance)
Make of mobile home	Year	Dimension	Vehicle identification number
Address of present location (number and street, city, state, and ZIP code)			Affected parcel number
Address of new location (number and street, city, state, and ZIP code)			Contact telephone number ()

SECTION B - TITLE TRANSFER PERMIT

Name of owner	Previous owner's telephone number ()	New owner's telephone number ()
Address of owner (number and street, city, state, and ZIP code)		Date of issuance of permit (month, day, year)
Address of location of mobile home (number and street, city, state, and ZIP code)		Date permit expires (ninety (90) days after date of issuance)
Make of mobile home	Year	Dimension
Name of purchaser	Sale price	Vehicle identification number
Address of purchaser (number and street, city, state, and ZIP code)		Affected parcel number
Address of purchaser (number and street, city, state, and ZIP code)		Is purchaser moving this mobile home? <input type="checkbox"/> Yes <input type="checkbox"/> No

CERTIFICATION OF COUNTY TREASURER

The application to move or transfer title (as indicated above) of above described mobile home has been reviewed with the records in this office and I hereby certify that all taxes due on the mobile home have been paid.

Signature of County Treasurer	County	Date signed (month, day, year)
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DISTRIBUTION: Original - Owner of Mobile Home, Copy - County Treasurer, Copy - County Assessor or Township Assessor, if any



STATE OF INDIANA

Eric Holcomb, Governor

Peter L. Lacy, Commissioner

Used Manufactured Home Title Application Checklist

When applying for an Indiana title for a used manufactured home, the following documents are required:

- A Certificate of Title.** All fields on the certificate of title must be completed by the seller prior to purchaser's application for title. If a title cannot be provided, the purchaser must obtain a Court Order. Once the Court Order is issued, the purchaser must apply for title by submitting the [Court Order Application Packet](#).
- Power of Attorney (POA), if applicable.** A copy of the POA documents and the appointed POA's driver license or identification card is required at time of application.
- [Mobile Home Permit – State Form 7878](#)** completed by the County Treasurer. The permit will not be accepted after the expiration date printed on the permit.
- For Established Indiana Residents: One Proof of Indiana Residency.** An Indiana 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 accepted as proof. To view the approved BMV documentation list, click on the link provided or visit myBMV.com.

For New Indiana Residents/Out-of-State Residents: Your Out-of-State Driver License or Identification Card, Proof of Social Security Number, and Proof Address. Proofs of address must be dated within 60 days. A list of acceptable proofs of social security number and address is located on the approved [BMV documentation list](#).

You may visit any Indiana BMV license branch to apply for your Indiana manufactured home title.