



# WISCONSIN MANUFACTURED HOME CERTIFICATE OF TITLE APPLICATION

<http://dsps.wi.gov/Licenses-Permits/Credentialing/Manufactured-Homes>

## Section A – Owner Information PLEASE PRINT CLEARLY. OWNER INFORMATION WILL BE PRINTED ON THE TITLE.

Buyer/Owner Legal Name – Last	First	Middle Initial	(Area Code) Phone Number	Is the home placed on land owned by the owner of the home? (Check one) ____ YES      ____ NO
Co-Owner (if any) – Last Name <input type="checkbox"/> AND <input type="checkbox"/> OR	First	Middle Initial	(Area Code) Phone Number	
Mailing Address		City	State	Zip Code

## Section B – Manufactured Home Information

Manufactured Home (Serial) Identification Number:      Model Year:      Manufacturer/Trade Name:      Body Width X Body Length [with hitch]

County Located In	Address For Location of Manufactured Home	Manufactured Home Community Name And State License Number
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## Section C – Loan Information

If no secured party check  None

List all SECURED PARTY NAME(S) (lien holders): \_\_\_\_\_ Street Address, City, State, Zip Code: \_\_\_\_\_ (Area Code) Phone Number: \_\_\_\_\_

## Section D – Fees

**Title Fee \$23.00** \$ \_\_\_\_\_

**Original:** Home being registered has never been titled in Wisconsin. Submit the Manufacturer’s Certificate of Origin (if new home) or the original Certificate of Title (if a used home).  
**Transfer:** Home is being transferred to another owner or a name is being added to/deleted from title. If there is a secured party on the document accompanying this application, an original lien release is required.  
**Heir:** If you are the heir to a home and need to remove the deceased person as a registered owner from the title. Form **SBD-10693** and **death certificate** must be included with this application.

(Check one)

Original

Transfer

Heir

**(OR) Title Replacement Fee \$8.00** \$ \_\_\_\_\_  
 A title in your name for this home has been lost/stolen or mutilated.

**(OR) Surviving Spouse Title Fee \$15.50** \$ \_\_\_\_\_  
 You are a surviving spouse to the owner of a titled manufactured home and need to remove the name of the deceased spouse from title. Form **SBD-10693** and **death certificate** must be included with this application.

**(OR) Surviving Domestic Partner under ch. 770 Title Fee \$15.50** \$ \_\_\_\_\_  
 You are the surviving domestic partner to the owner of a titled manufactured home and need to remove the name of the deceased domestic partner from title. Form **SBD-10693** and **death certificate** must be included with this application.

**Loan Filing Fee (Lien) \$4.00 (pay fee for each new loan in section C)** \$ \_\_\_\_\_  
 If you borrowed money for this home, contact the lender for the correct information including the complete mailing address.

**Fast Service Fee \$15.00 (Per Application)** \$ \_\_\_\_\_  
 To request immediate processing of your title, attach \$15 per application. This applies to all title applications processed to our office, including walk-in customers and applications sent overnight.

**No Fee for  Salvage  Flood Damage  Junked (Check One)** \$ \_\_\_\_\_  
 Please see next page for definitions.

**ENTER FEE TOTAL** ..... \$ \_\_\_\_\_

**Section E – Seller’s or Licensed Dealer’s Statement of Sale and Warranty  
(Completed only if purchased through a dealer)**

For value received I hereby sell, assign or trade the home described on this document to the purchaser(s) named in Section “A” and I certify that all liens shown on the Certificate of Title and all applicable sales taxes are paid.

SALESPERSON or DEALER Name

Dealer License Number

Date Dealer License Expires

(Area Code) Phone Number

Wisconsin Dealer Signature also serves as evidence of application for title and payment of fees.

X

(Print Name of Salesperson or Dealer’s Authorized Agent)

X

(Signature of Salesperson or Dealer’s Authorized Agent)

(Date)

WISCONSIN DEPARTMENT OF REVENUE SELLER’S PERMIT NUMBER: \_\_\_\_\_

**Section F – CERTIFICATION – I (we) certify that the information and statements on this application are true and correct. If an owner is under 18 years old, a separate completed Consent to Purchase form must be included with this application. In accordance with Wis. Stat. 101.9204 (2) Any person who knowingly makes a false statement in an application for a certificate of title is guilty of a Class H felony. I understand that a home subject to a recorded mortgage should not be titled.**

To get a title for a manufactured home, you must complete Sections A through F as they apply. Include the original Certificate of Title of Manufactured Home (not a copy) for a used manufactured home, (OR) include the original Manufacturer’s Certificate of Origin for a new Manufactured Home. To replace a lost or damaged manufactured home title, complete Sections A - F as they apply. Note - The replacement manufactured home title voids all previous certificates.

X

(Owner Signature shown in Section A)

(Date)

X

(Co-Owner Signature)

(Date)

**Application Instructions:**

**A. Owner Information** – Owner’s name entered will be the name appearing on the new title. “And” means all owners must sign to transfer ownership. “Or” means only one owner must sign. For additional names, attach a separate sheet of paper.

**B. Manufactured Home Information** – Enter all information about the manufactured home. Length and width of the home are approximate.

**C. Loan Information** - If you borrowed money for this home, contact the lender for the correct information. Please show complete mailing address.

**D. Fees -**

**Salvage or Flood Damage Title = NO FEE**

A Wisconsin salvage title is for a manufactured home that does not meet the definition of “junk” and is damaged by collision, flood damage or other occurrence to the extent that the estimated or actual cost, whichever is greater or repairing the manufactured home exceeds 70% of its fair market value.

“Junked” means dismantled for parts or scrapped. It is also for a manufactured home which was last titled in another state as a salvage home. Write “Junked” or “Salvaged” on title and mail to our office.

**E. Licensed Dealer’s Statement of Sale and Warranty** – If the sale is a “Courtesy Delivery” or a “Consigned Manufactured Home”, write this in the Dealer Number space.

- **Sales Tax** - The Dealer signature also serves as evidence that the appropriate sales taxes have been collected and forwarded to the Department of Revenue.

*Note: The amount subject to sales tax for new homes is 65% of the full purchase price of home described in section B. No sales tax is owed for used homes.*

- **Wisconsin Dept. of Revenue Seller’s Permit Number:** Dealers that sell new homes are required to have a seller’s permit number issued through the Dept. of Revenue. Dealers that sell only used homes need not have the permit number. Enter “sell only used homes” in this line.

- **Out of state dealers** must contact the Manufactured Home Unit at 608-266-2112 (option 2) for additional instructions.

**F. Owners’ Signatures** – All owners shown in Section A must sign. If an owner is under 18, a completed Consent of Purchase (form **SBD-10773**) must be included with this application.

Did you:

- Enclose a signed check made out to “DSPS”?
- Enclose additional documentation if needed?
- Sign the application?
- Make a copy of all documents for your records?

**Send application and payment to:** State of Wisconsin, Department of Safety & Professional Services- Manufactured Homes, P.O. Box 8935, Madison, WI 53708-8935

**Overnight mail delivery and Office location:** State of Wisconsin, Department of Safety & Professional Services, Manufactured Homes, 1400 East Washington Ave., Madison, WI 53703 **\*\*Fast Service Fees Apply. Refer to Section D. \*\***

**If you have any questions, contact the Manufactured Home Unit, 608-266-2112 (option 2), TTY: 608-264-8777, [DspSbManfHomes@wi.gov](mailto:DspSbManfHomes@wi.gov)**

Release of Information - The Wisconsin Department of Safety and Professional Services may use the personal information you provided for secondary purposes [Privacy Laws s. 15.04 (1) (m) Stats.]