



COUNTY OF RIVERSIDE TREASURER-TAX COLLECTOR
 4080 LEMON STREET 4th FLOOR / P.O. BOX 12005
 ATTN: MOBILEHOMES
 RIVERSIDE, CA 92502
 PHONE: 951-955-3900

MOBILEHOME TAX CLEARANCE CERTIFICATE REQUEST

Requested By: _____ Date: _____
 Mailing Address: _____ Phone #: _____
 (REQUIRED) _____ Email: _____
 Escrow Officer: _____ Escrow #: _____
 (IF APPLICABLE) (IF APPLICABLE)

Please provide all of the requested information pertaining to the current registration. We cannot issue a clearance without it. Complete this form and return it with a copy of the registration or title search.

PIN NUMBER: _____

CURRENT REGISTRATION INFORMATION:

License / Decal #: _____ V.I.N. / Serial #: _____
 Make (Manufacturer): _____ Year: _____

REGISTERED OWNER'S NAME (As shown on current title with State):

Seller: _____
 Mailing Address: _____

 Location of Home: _____
 SITUS ADDRESS (ON TITLE) _____

NEW OWNER'S NAME (How new title should read):

Buyer: _____
 Mailing Address: _____

 Future Location: _____
 (IF BEING MOVED) _____ Date Moved: _____

TAXES DUE MUST BE MADE BY MONEY ORDER OR CASHIER'S CHECK. PLEASE BE ADVISED THAT PAYMENTS MADE BY PERSONAL CHECK WILL RESULT IN A 30 DAY WAITING PERIOD BEFORE OUR OFFICE IS ABLE TO ISSUE THE TAX CLEARANCE CERTIFICATE.

TREASURER-TAX COLLECTOR'S USE ONLY

TC REQUEST RECEIVED:
 DATE RECEIVED: _____ RECEIVED BY: _____
 1st FL / 4th FL / PALM DSRT / TEM / COUNTER / FAX / MAIL / EMAIL
 REC'D BY MH DESK: _____ RECEIVED BY: _____
 FOWARDED TO PALM DSRT / TEM ON: _____ BY: _____
 REC'D BY PALM DSRT / TEM ON: _____ BY: _____

TAXES PAID (CIRCLE TAX PAID): CURRENT / ESTIMATE / ESCAPE(S)
 PR. YR. / SUPPLEMENTAL / UNSECURED / MH ESC / DUP. REQ.
 DATE PAID: _____ RECEIVED BY: _____
 AMOUNT PAID: _____ RECEIPT #: _____
 SURPLUS #: _____ SURPLUS AMOUNT: _____
 GENERAL RECEIPT #: _____ / AMOUNT: _____



COUNTY OF RIVERSIDE TREASURER-TAX COLLECTOR
4080 LEMON STREET 4th FLOOR / P.O. BOX 12005
ATTN: **MOBILEHOMES**
RIVERSIDE, CA 92502
PHONE: 951-955-3900

INFORMATION ON HOW TO OBTAIN MOBILEHOME TAX CLEARANCE CERTIFICATES

If a mobilehome was purchased new after June 30, 1980, or if the payment of annual license fee renewals on a mobilehome are delinquent more than 120 days (except delinquencies which begin after May 31, 1984), a Tax Clearance Certificate is required to be issued by the County Tax Collector prior to transfer of title through California's Housing and Community Development Department.

To issue a Tax Clearance, the County Tax Collector requires that the form on the reverse side be completed and accompanied by either:

1. A copy of the title search from Housing and Community Development
2. A copy of the pink slip
3. A copy of the last registration certificate on the mobilehome
4. If due to death, bring or mail a copy of the death certificate

If you do not have the required information, please contact the Department of Housing and Community Development at 3737 Main St., # 400, Riverside, CA 92501. You may also contact the Department of Housing and Community Development at 800-952-8356.

Following receipt of this information, the Tax Collector performs a search of the tax rolls to verify that mobilehome assessments exist for each applicable tax year following the date the mobilehome was originally entered on the County's tax rolls. Should an assessment for any tax year not be on the tax roll, escaped assessments for those years may be collected, as directed by the County Assessor's office. An escaped assessment is the result of an appraisable event that has not been reported to the County Assessor's office. Upon discovery, the property is reappraised to market value as of the date of the assessable event.

The owner of record on the lien date of January 1st becomes responsible for the taxes for the following fiscal year. Mobilehome estimates will be collected for the upcoming fiscal year beginning December 1st of each year until October of the following year in order to ensure those taxes are paid and a lien is not recorded under the previous owner's name.

Due to the high volume of requests, processing can take from one to four weeks to complete. **However, under certain circumstances, additional documents such as a moving permit or bill of lading may be required. Accordingly, a letter will be mailed to you requesting the necessary documentation.**

Upon completion of your request, the Tax Collector will mail you a notice of the amount due and will, following receipt of payment, promptly issue the Tax Clearance Certificate. Payment must be made by MONEY ORDER, CASHIER'S CHECK or ESCROW CHECK. Please be advised payments made by personal check will result in a 30 day waiting period before our office is able to issue the Tax Clearance Certificate.

As you can see a number of steps are involved in finalizing this transaction. We ask and do appreciate your assistance and understanding. Tax Clearance Certificates **will not** be completed on a walk in basis, but are logged in and completed in the order received.

A fee will be charged for duplicate requests of a Mobilehome Tax Clearance. To contact the Tax Collector's office concerning this matter, please telephone at 951-955-3900.