



OFFICE OF THE COLFAX COUNTY ASSESSOR  
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## **INSTRUCTIONS FOR MANUFACTURED/MOBILE HOME DEACTIVATION:**

- MH title can not have any liens (no mortgages, etc);
- Taxpayer must own the land that the MH is located on;
- Owner must contact a certified engineer and get a certified engineer's foundation report;
- Owner must contact NM Manufactured Housing Division in Santa Fe and complete a permit for a permanent foundation inspection (forms are available in Assessor's office or by calling 505-476-4770 or fax 505-476-4702);
- If the home passes inspection, a green "Approved" tag will be issued;
- Property taxes on the MH need to be paid in full (prior year and in advance unless paying in November or December – only the current year and any prior year's taxes need to be paid);
- A tax release will then be issued by the County Treasurer;
- Owner needs to take copies of the MH permit showing "passed" and/or green tag showing "passed" and tax release to the Assessor's office;
- All of the above information will be copied by the Assessor's office;
- Complete a "Request to Change Valuation" form which will then be signed by the Assessor;
- Take all copies, including the title to MVD – MVD will deactivate the title;
- Take copy of the title stamped "Inactive" (deactivated title) back to Assessor's office – Assessor will assess MH and land together as real property for the following tax year.