

# FACT SHEET

## Titling a Mobile Home/Manufactured Home Purchased through a Municipal Real Estate Tax Sale in Pennsylvania

### PURPOSE

There are four different types of municipal real estate tax sales: Upset Sales, Private Sales, Judicial Sales, and Sales from Repository List. The purpose of this fact sheet is to set forth the documentation required for titling a mobile home or manufactured home that was purchased through the different types of municipal real estate tax sales.

### DOCUMENTS REQUIRED

The following documents are required when applying for a certificate of title for a mobile home purchased at a real estate tax sale:

1. A completed Form MV-1, "Application for Certificate of Title"
2. Proof of Sale (see below for more detailed information)
3. Tax Status Certification Form

When a mobile home or manufactured home that has been anchored to the ground to facilitate connection with electricity, water and sewerage and **that has been** previously titled and used as a residence is offered for sale or transfer, the transferor shall obtain a tax status certification from the Tax Claim Bureau of the county in which the home is situated, showing the real estate taxes due on the home as shown by the tax bureau records as of the date of the certification. This tax certification shall be provided to the transferee and PennDOT in conjunction with the transfer of ownership.

The tax status certification must include the following information:

- The parcel number assigned to the home.
- The amount of current or delinquent taxes owed from the parcel number.
- The date upon which a tax for the parcel number will accrue and the taxing period that the tax will cover.
- The address and telephone number of the tax collection authority and tax claim bureau or equivalent office.

Delinquent taxes due from the home shall be paid in full and an updated tax status certification, showing no taxes due, must be obtained and provided to the transferee and PennDOT before the transfer is completed.

**NOTE:** Effective November 28, 2014, a lien on a mobile home or manufactured home's certificate of title is not affected by a real estate tax sale. The purchaser takes ownership subject to the lien. The lien must be listed on the purchaser's application for certificate of title unless the application includes a lien release signed by the lienholder (finance company) on Form MV-38L, "Application for Duplicate Title or to Record, Renew, Remove a Lien or to Correct Lien Information by Lienholder."



## **PROOF OF SALE**

The documents required to be submitted for proof of sale depend upon the type of real estate tax sale involved:

(1) Upset Sales require:

- ❖ A bill of sale from the tax claim bureau, with a description of the home including, but not limited to, the Vehicle Identification Number (VIN), make, model, year, title number (if known) and the name of the last owner.
- ❖ A petition for confirmation of upset tax sale that must include the court docket number, and an attached listing that includes the VIN, title number (if known), tax parcel number and last owner information

**NOTE:** If the list of property sold is multiple pages, only the applicable page needs to be attached with the petition or order.

- ❖ A decree of absolute confirmation that must include the court docket number, tax parcel number, final decree date, date of sale and the signature of the prothonotary.

(2) Private Sales require:

- ❖ A bill of sale from the tax claim bureau, with a description of the vehicle including, but not limited to, the VIN, make, model, year, title number (if known) and the name of the last owner.
- ❖ A certified copy of the order of the Court of Common Pleas confirming the sale of the property. The order must include the court docket number, tax parcel number, order date, date of sale and the signature of the prothonotary.

(3) Judicial Sales require:

- ❖ A bill of sale from the tax claim bureau indicating that the home was sold at a "Judicial Sale," with a description of the vehicle including, but not limited to, the VIN, make, model, year, title number (if known) and the name of the last owner.

(4) Sale of Property in Repository requires:

- ❖ A bill of sale from the tax claim bureau indicating that the home was sold out of repository, including a description of the vehicle, including, but not limited to, the VIN, make, model, year, title number (if known), and the name of the last owner

In lieu of the above items, the purchaser may submit a court order from a Court of Common Pleas confirming ownership of the vehicle. If a court order is obtained, the purchaser will need to complete Form MV-1, "Application for Certificate of Title," and submit it to PennDOT along with the original court order or a certified copy and the appropriate title fee.