

Date: _____
Name: _____
Mailing Address: _____
City, State Zip _____
Assessor's Parcel No: _____
Situs Address: _____
Phone No: _____

Re: Request for Mobile Home to Single Family Conversion

Dear Assessor,

The purpose of this letter is to request that a physical inspection be done of my property to determine if my mobile home qualifies to be converted to a Single Family Dwelling.

I understand that my mobile home must have lost all mobile home characteristics and can no longer be moved without destroying it and the additions.

I also understand that the valuation and property tax liability may increase significantly as a result of my request, and that once the change has been made it will not be reversed.

If an Affidavit of Affixture has not been recorded for my mobile home, I will obtain a Dismantling Permit from MVD upon qualifying for Single Family Dwelling Status.

Enclosed is the service fee of \$76.00, which I understand is a **NON-REFUNDABLE** fee.

The function of the Assessor's Office is to value property for tax assessment purposes and the final determination of the property status is with my lender for the sale or refinancing of my home. The conversion of my home by the Assessor's Office in no way guarantees either the results of an independent appraisal or my ability to obtain financing from my lender.

Sincerely,

Taxpayer