Fidelity National Title
CALIFORNIA

*Manufactured Home Transactions*

# Red Flags & Key Considerations to Prepare for Your Escrow

## *When taking a manufactured home listing, agents should always consider the following:*

1. Ask sellers for a copy of the **MOST RECENT** registration card and ask to see the **Original Certificate of Title ( aka Pink Slip) **Original title will not be available if there is a loan. If a legal owner is listed, this is a lender, and payoff information will be needed. **If a Payoff is needed, that process may take 21 days for needed originals to reach escrow, close of escrow date should allow for this process.**

2. Agents should VERIFY that all parties signing the listing agreement are shown as "REGISTERED OWNER(S)" on registration and / or title. If a party is missing, agent should ask for back up documentation (such as a death certificate. **Power of Attorney** may not be allowed by new lender). If a party is trying to sell, but NOT a registered owner, additional documentation will be needed to verify authority to sell.

3. Type of tax should be determined:
   3A) **If the decal on registration starts with "A"**
   This is annual registration with HCD and sales / tax as indicated on "Manufactured Home Purchase Addendum" section 6B will be due (typically buyer paid).

   3B) **If Decal on Registration starts with "L"**
   This unit is on the county tax roll and county will require all of current taxes paid in escrow.

4. Advise the park manager you are taking a listing. You will want to make sure you know qualifications for applicants before you accept an offer and the park may want to perform a health and safety inspection for any park-required seller repairs. **Be advised parks have 21 days to approve a tenant. Close of escrow should allow time for park application and in many cases, lease signing 3-5 days before close.**

5. If sellers are using a **POWER OF ATTORNEY**, **TRUST**, or a **WILL WITH A DEATH CERTIFICATE**, please contact your escrow officer right away for review.

6. If sellers have submitted transfer paperwork to HCD and do not yet have new registration or title in hand, please be advised that escrow will need to wait until that transfer is completed which can take 4-6 months from submission to HCD.