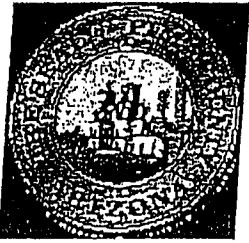


PIMA COUNTY ASSESSOR WEBSITE

1. Enter Web address: www.asr.co.pima.az.us
2. Click on the word "DATA"
3. Enter property information (see search screen below)

Helpful hints:

- A. SITUS is the property address
- B. If you are unsure of the exact address, enter a range of numbers and the system will display all properties in that range
- C. Do not enter "BLVD", "AVE" or other street designations as the system will reject the entry



www.asr.co.pima.az.us
Search

PARCEL BROWSE Mode No

TAXPAYER Keyword Mode No

SITUS Low High Dir Name
Unit/Lot Use No Sales

SUBDIVISION Name

SUBDIVISION Map & Plat / Lot

RECORDED Docket Page

PLSS Township T11S Range R1E Section 1

[Assessor's Home Page](#) [Employee Directory](#) [Assessor Library](#) [Title 42 Reference](#)
[Downloads](#)

[Map Library](#) [Pima County Arizona Department of Revenue](#)
[NETROnline \(NationWide Real Estate Research\)](#)

Pima County Assessor ~ 115 N Church ~ Tucson, Az 85701

[Customer & Service Support eMail](#)

LINKS TO ASSESSOR AND DEPARTMENT OF REVNUE

Assessor's Home Page:

www.asr.co.pima.az.us

Once there, there are links to 'DATA', 'FORMS' and the 'ARIZONA DEPARTMENT OF REVENUE'.

Personal Property Manual – Valuation of Manufactured Housing and Mobile Homes (26 pages.):

<http://www.azdor.gov/property/2007%20%20Ch.%2007%20%20Manufactured%20Housing%20&%20Mobile%20Homes%20Final.pdf>

FACTORY-BUILT BUILDINGS (from Personal Property Manual)

Pursuant to A.R.S. § 41-2142(14), a factory-built building means "a residential or nonresidential building including a dwelling unit or habitable room thereof which is either wholly or in substantial part manufactured at an off-site location to be assembled on-site, except that it does not include a manufactured home, recreational vehicle or mobile home...." Previously, this chapter of the Personal Property Manual (January 1, 1997 revision) used the term "modular housing" to describe factory-built buildings. Since the term "modular housing" is not utilized in Arizona Revised Statutes, it has been replaced by the term "factory-built building." A factory-built building is to be valued as a real property improvement, using standard appraisal methods and techniques and is not to be valued as a mobile home.

AFTER RECORDING RETURN TO:

THIS AREA RESERVED FOR COUNTY RECORDER

AFFIDAVIT OF AFFIXTURE

SEE INSTRUCTIONS ON REVERSE BEFORE COMPLETING

The legal description of the real property located in _____ County, Arizona, to which the mobile home has been affixed is:

Assessor's Parcel #: Book _____ Map _____ Parcel _____

PROPERTY TAXATION SECTION

The mobile home has _____ has not _____ been previously assessed or taxed in Arizona as personal property.

If previously assessed and taxed, give the roll number _____, name and address of person(s) to whom the last tax statement was sent and the location of the mobile home when last taxed.

Name _____ Location _____

Street Address _____

City _____ State _____ ZIP _____

Print Complete Name (Seller) _____

Print Complete Name (Buyer or Owner) _____

Current Address _____

Current Address _____

Signature _____

Signature _____

Signature _____

Signature _____

The affiant (owner only) does hereby swear (or affirm) that the foregoing is a true and correct statement. Subscribed and sworn to before me this _____ day of _____, 200__.

Notary Public My commission expires: _____

ADOT RECEIPT FOR SURRENDERED MOBILE HOME DOCUMENTS

Year _____ Make _____ Manufacturer _____

List Price \$ _____ Size _____

Vin Number _____

Vin Number _____

MSO Number(s) _____ Title Number(s) _____ Film Number(s) _____

Vin Number _____

Vin Number _____

Dates Documents Issued

Lienholder Name _____

Lienholder Address _____

Lienholder Name _____

Lienholder Address _____

Received by: _____ Date: _____

ADOT/Motor Vehicle Division Agent

County

A.R.S. §§ 42-15203 and 42-16204 states: Any person owning a mobile home which is permanently affixed may file an affidavit of affixture with the County Recorder of the county in which the real property is located.

INSTRUCTION FOR COMPLETING THE AFFIDAVIT OF AFFIXTURE

Legal Description: The owner completes the legal description and the County Assessor's parcel number for the real property (land) on which the mobile home is or will be permanently located. This information may be obtained from the County Assessor's office.

Property Taxation Section: This section is completed and signed by the owner of the mobile home. In the event of a sale, this section is completed and signed by the buyer. The information requested may be obtained from the County Treasurer's or County Assessor's Office.

NOTE: IF TAXES ON THE MOBILE HOME ARE DELINQUENT, THE MOTOR VEHICLE DIVISION WILL NOT ACCEPT THE MOBILE HOME DOCUMENTS FOR SURRENDER OF LICENSE PLATES. TAX INFORMATION FOR PRIOR YEARS IS AVAILABLE IN THE COUNTY TREASURER'S OFFICE. TAX INFORMATION FOR THE CURRENT YEAR IS AVAILABLE IN THE COUNTY ASSESSOR'S OFFICE.

Receipt for Surrendered Mobile Home Documents: The surrender of the documents is subject to the regulations of the Department of Transportation, Motor Vehicle Division. The receipt is completed by an agent of the Motor Vehicle Division. If the mobile home has not been titled previously, the dealer must provide the list price.

The Affidavit should be submitted to the County Recorder for recording after the Affidavit has been completed and the mobile home documents have been signed. The name and address of the owner or other person to whom the recorded document is to be returned should be inserted in the space provided.



Office of the Pima County Assessor
115 N. Church
Tucson, Arizona 85701

Bill Staples
Assessor

Jim Crane
Chief Deputy

AFFIDAVITS OF AFFIXTURE

Please be aware of the following dates regarding Affidavits of Affixture:

- Affidavits of Affixture recorded *no later than August 15th of any calendar year will become real property for the next tax year.*
- Recordings *after August 15th of any calendar year will become real property for the tax year following the next tax year.*

If a lender is going to impound monies for taxes, please be aware that the mobile home *will remain on the unsecured personal property tax roll until such time as the Affixture becomes effective.* This means the manufactured home owner will receive an unsecured personal property valuation notice/tax bill that will be due and payable. *This bill is mailed to the owner, not the lender.*

It is imperative that the Affidavit of Affixture be prepared with **correct** information, such as parcel code, legal description, notary seal, motor vehicle section, etc. An incorrect document will prevent the Pima County Assessor from processing it after recording. In this case, a letter will be sent outlining the problem, and *it will need to be corrected and re-recorded.*

Please call the Pima County Assessor's Office Manufactured/Mobile Home Section at **520-740-8551** for additional information or if you have any questions.



Office of the Pima County Assessor
115 N. Church
Tucson, Arizona 85701

Bill Staples
Assessor

Jim Crane
Chief Deputy Assessor

The enclosed document was recently recorded to release a manufactured home from an Affidavit of Affixture.

Please note this document does not release the home from the Affidavit of Affixture.

In order to remove a home from an Affidavit of Affixture, we must be provided with the following:

1. A copy of the Affidavit of Affixture.
2. Tax receipts showing that all taxes on the real property are paid.
3. If the manufactured home is being sold or traded, a copy of the bill of sale or information on the new owner.
4. If there is a lien shown on the Affidavit of Affixture, we will need a lien release or a letter from the lien holder of the manufactured home giving us permission to remove the home from the real property. The letter must include the make, year, size and serial number of the home.

Once we receive this information, we will issue a release, which can be taken to the Motor Vehicle Division. MVD will then issue you a title to the manufactured home, subject to their regulations.

Failure to follow this procedure will result in the home continuing to be assessed and taxed with the real property.

Please call our office at 740-8551 if you have any questions.



Affidavit of Affixture – Mobile Home located on Leased Land. In some cases, it is permissible to file an Affidavit of Affixture to affix a mobile home to a leasehold interest in leased land. Regardless of whether a mobile home in a space rental park is affixed or not, the mobile home is still assessed as personal property. A.R.S. § 33-1501 sets very strict requirements that must be met in order to file an affidavit of affixture for a mobile home located in a rental park.

The requirements for affixing a mobile home in a space rental park are:

1. The mobile home must be installed on the rental space in compliance with applicable state and local installation standards, and the wheels and axles must be removed.
2. The rental space must be the subject of a minimum twenty-year lease between the landlord and tenant, and the lease must specifically permit an Affidavit of Affixture to be recorded.
3. A memorandum of lease, containing all of the following must be recorded:
 - The names and addresses of the landlord and tenant.
 - The duration of the primary term of the lease.
 - The conditions of any lease renewal provisions.
 - The make, year, size, manufacturer's list price and vehicle identification number(s) (VIN) of the mobile home.
 - The legal description of the real property on which the mobile home is located.
 - The acknowledged signatures of both the landlord and the tenant.
4. The lease and the memorandum of lease must both contain a legal description of the rental space on which the mobile home is located. The following are sufficient descriptions of a rental space:
 - A recorded subdivision plat that identifies the individual spaces in the community.



PERSONAL PROPERTY MANUAL

- A recorded "Leasehold Map" containing a legal description of the park as a whole, which must show the locations of all rental spaces with a unique number assigned to each space. The map must identify the mobile home park by name and contain a certification by the owner that it accurately shows the location and dimensions of all rental spaces.
 - A metes and bounds description of the real property that is subject to the lease.
 - A reference to a lot number that is contained in an unrecorded plat of the mobile home park if a legible copy of the plat is attached to both the memorandum of lease and the Affidavit of Affixture and each copy of the unrecorded plat sets forth the exact dimensions of the mobile home lot. The location of the lot shall be shown on the plat so that the lot can be located with certainty.
 - A reference to a lot number that is contained in a development plan that has been reviewed and approved by the county or municipal planning department that has jurisdiction over the land depicted in the development plan. The description is sufficient if it contains the name and date of the development plan, the lot number of the designated lot and the actual or approximate date of approval of the development plan by the planning department.
5. The Affidavit of Affixture shall contain all of the following:
- The make, year, size, manufacturer's list price and vehicle identification number(s) (VIN) of the mobile home.
 - The legal description of the rental space.
 - The identity of the most recent person to whom a personal property tax bill on the mobile home was sent and its location when last taxed. Alternatively, a statement that the mobile home has not been previously assessed or taxed.
 - The identity of the lienholders on the mobile home.
6. The certificate of title must be surrendered to MVD and a receipt for the title must be filed with the County Assessor.