

ORIGINAL TITLE CANCELLATION

Should an original title applicant wish to cancel the manufactured home title at time of original title application, that may be accomplished by following all ordinary titling steps (entering title and registration transaction information and collecting all applicable taxes and fees) with the *addition* of one step: The title is to be placed on “CN” (cancel) hold.

Attach one (1) copy of the title receipt to the miscellaneous fee receipt recording the cancellation fee and the **Application for Title Cancellation of a Manufactured Home Permanently Affixed to Real Estate** (Form 756) and submit to OTC, *bundled separately within the semimonthly report and clearly labeled “Manufactured Home Title Cancellation”*. Upon receipt, the documents will be forwarded to the Title Section for title cancellation.

- The purpose of the CN hold is to prevent issuance of a title while the cancellation documentation is being forwarded to, and processed by, MV personnel.
- A “CN” hold is the **only** hold that may be placed on the record. It may not be utilized in conjunction with a document hold. An MSO or out of state title **must** be submitted.
- All other cancellation procedures remain in place.
- All fees remain due, including the \$5.00 cancellation fee, title fee, excise tax and registration fee.

MANUFACTURED HOME TITLE CANCELLATION USING AN OKLAHOMA TITLE OR MSO OR PREVIOUS TITLE FROM ANOTHER STATE

Owners of Manufactured homes permanently affixed to real estate that they also own may cancel the title by:

1. Submission of the Oklahoma Certificate of title or the assigned MSO or a previously titled manufactured homes entering from another state for the manufactured home, **in the name of the applicant**.
 - If a record owner is unable to locate their Oklahoma title, they are not required to obtain a duplicate title before canceling. The owner may contact Oklahoma Tax Commission Motor Vehicle Title Section for instructions.
2. Verification that no active lien appears on the record.
 - Should a manufactured home title be presented for cancellation which reflects a lien on its face, but a proper lien release for that lien is also presented, the title may be cancelled.
3. Completion entirely of an **Application for Title Cancellation of a Manufactured Home Permanently Affixed to Real Estate** (Form 756)
 - Before the Title/MSO may be cancelled, the applicant must take this form and the Title/MSO to the applicable County Assessor’s office for certification of the land description and owner of record. A faxed copy signed by the County Assessor is acceptable.