

GENERAL INSTRUCTIONS FOR OTC FORM 936

*Complete and accurate information is required when completing this 936 form. Incomplete information may result in wrongful taxation and extreme hardship for the receiving county, state agencies and the taxpayer upon transfer of title. The Manufactured Home Certificate 936 is to be fully completed with all required information as stated in 68 O.S. 1991, Sec. 2811-B, 2812-C, 2813-E, Oklahoma Tax Commission Rules, Title 710, Chapter 10, Ad Valorem and Attorney General Opinion 95-47. **PROVIDE THE TELEPHONE NUMBER OF APPLICANT REQUESTING THIS FORM. THE COUNTY ASSESSOR SHALL REQUIRE SATISFACTORY PROOF OF REGISTRATION AS STATED IN 68 O.S. 1991, SEC. 2811 B. ALL MANUFACTURED HOMES MUST HAVE A CERTIFICATE OF TITLE AS REQUIRED BY THE STATUTES ACCORDING TO 47 O.S. 1991, SEC. 1117, 1118 & 1119.**

To safeguard the credibility of the contents of this form, it is to be completed in its entirety by the county assessor and county treasurer, and no other party shall participate in its completion. Under no circumstances are blank copies of this form to be distributed to any manufactured homeowner, dealer or mover, or any other person who may request same. The following is a brief summary of the required procedure to be followed in completing the 936 form.

DEPARTMENT OF PUBLIC SAFETY SHALL NOT ISSUE A PERMIT UNTIL EVIDENCE OF ALL REQUIRED REGISTRATION FEES, EXCISE TAXES OR AD VALOREM TAXES HAVE BEEN PAID. REF: 47 O.S. 1991 SEC 14-103.D.

ASSESSOR INFORMATION

IDENTIFICATION NUMBER: Place county number, year 936 is issued and consecutive form numbering system. This number will assist D.P.S. as a tracking tool.

TAXES PAID: Check to indicate if this is a RECEIPT OF TAXES PAID or a RELEASE OF TAXES PAID.

TRANSACTION: Check the appropriate blank to denote the type of movement requiring the necessity of the manufactured home certificate 936.

TO BE MOVED: Enter the month, day and year or approx. date the manufactured home is to be moved.

NAME(S) OF MANUFACTURED HOME OWNER(S): The owner's name on the registration or certificate of title. (Not a repossessor who holds a perfected security interest)

CURRENT MAILING ADDRESS: The address where the manufactured home seller currently receives mail.

SELLER'S NEW MAILING ADDRESS: The new mailing address if the seller moves after the transaction of the 936 form. If same, put the word "same" in this space.

NAME(S) OF MANUFACTURED HOME BUYER(S): The new owner's name should be the same as it will appear on the certificate of title and registration.

BUYER'S CURRENT MAILING ADDRESS: The current address of the buyer of the manufactured home.

BUYER'S NEW MAILING ADDRESS: The new mailing address if the buyer moves to new location. If same as current, put the word "same" in this space.

FROM - LAND OWNER OR PARK NAME: The name of the owner of the property or the park name on which the manufactured home is presently located.

FROM - CITY AND COUNTY: The name of the city and county where the manufactured home was located January 1 of current year.

FROM - LEGAL DESCRIPTION OR SITUS DESCRIPTION: The legal or situs description of where the manufactured home was located January 1 of current year.

CURRENT PHYSICAL ADDRESS: The directions to physically locate the property where the manufactured home is at the current time.

MANUFACTURED HOME ASSESSED AS REAL OR PERSONAL PROPERTY INCLUDING ACCOUNT NUMBER: Current assessment roll as real or personal property and account number.

CURRENT SCHOOL DISTRICT: From the legal or situs description, place the current school district number in this space.

TO - LAND OWNER OR PARK NAME: Place the land owner's name here. If the manufactured home is being moved to mobile home park, list the park's name.

TO - CITY AND COUNTY: List the city and county where the manufactured home will be relocated.

TO - LEGAL DESCRIPTION OR SITUS DESCRIPTION: Place the legal or situs description of where the manufactured home is being relocated in this space.

NEW PHYSICAL ADDRESS: For the new physical address, provide the directions to physically locate the property to where the manufactured home will be moved.

ASSESSOR SHALL REQUIRE PROOF OF REGISTRATION BY VEHICLE REGISTRATION RECEIPT OR CERTIFICATE OF TITLE AS REQUIRED IN 68 O.S. 1991, SEC. 2811-B & 47 O.S. 1991, SEC. 1117.

IF NO REGISTRATION OR TITLE INFORMATION STOP HERE: Do not finish completing this form. Direct manufactured homeowner to the Motor Vehicle Division of the Oklahoma Tax Commission. (405) 521-3212 for issuance of a title. All Manufactured Homes must have a certificate of title 47 O.S. 1991, SEC. 1117. DO NOT COMPLETE FORM UNTIL OWNER RETURNS WITH A REGISTRATION, RECEIPT FOR TITLE OR NEW TITLE.

IF THE INFORMATION IS NOT ON TITLE, PLACE THE LETTERS "N.O.T." IN THE SPACE PROVIDED BELOW:

YEAR: The year of construction of the manufactured home is located on the registration and title.

SIZE: Exterior measurements of the manufactured home.

MAKE: The make of the manufactured home. This information may be found on the registration and certificate of title.

VIN: The VIN or Serial Number is placed on the manufactured home by the manufacturer.

COLOR: Exterior color of manufactured home.

TITLE NUMBER (same as registration number): The title number is located on the registration and the top right-hand corner of the certificate of title.

MODEL: The registration and certification of title will list model name, if any, length and width.

DATE FIRST (1st) SOLD: Locate the date first sold on the certificate of title and place in this space.

DATE ISSUED: Place the date that the manufactured home title was issued in the current owner's name in this space.

MOTOR LICENSE (TAG) AGENT CODE NUMBER: Place the motor license (tag) agent code number issued on the certificate of title for future contact and references. By using this code number, the name of the motor license (tag) agent and location can be found in the "Oklahoma Motor License Agents Listing" furnished by the Ad Valorem Division of the Oklahoma Tax Commission. Title 47 §1102

TAG NUMBER: Place the tag number here. This information is located on the registration and is on the license plate (tag) found on the manufactured home.

DECAL NUMBER: The initial decal will be affixed to the license plate (tag) which is issued by the motor licensing agent (tag agent). Thereafter, the decal will be issued on an annual basis by the treasurer of the county in which the manufactured home is located.

FACTORY DELIVERED PRICE: The factory delivered price is based upon the actual purchase price. It changes upon each subsequent transfer of ownership to reflect the latest resale price. This is found on the registration and certificate of title.

TOTAL DELIVERED PRICE: The total price or Port of Entry price, plus the value of all extra or optional equipment/accessories physically attached to the manufactured home at the time of the sale minus the value of optional equipment/accessories sold by the dealer as a "discount package". The total delivered price of a manufactured home is not to be adjusted upon transfers of ownership.

ASSESSED VALUE: The appraised value times the fractional assessment percentage determined by the assessor equals the assessed value. Assessed value times the tax levy equals the tax dollar amount.

TOTAL CURRENT ESTIMATED TAXES DUE: The estimated total current taxes to be pre-paid for the entire year.

CERTIFICATION BY ASSESSOR'S OFFICE: Do not affix signature unless the assessor's block on the 936 form is fully completed with all required information (68 O.S. 1991, Sec. 2811-B, 2812-C, 2813-E, Oklahoma Tax Commission Rules, Title 710, Chapter 10, Ad Valorem and Attorney General Opinion 95-47). When information is complete and assessor's signature is affixed, then forward to treasurer for collection of taxes and special assessments.

COUNTY COMPLETING FORM: The name of the county completing this form.

DATE: The date the assessor's agent placed his/her signature on the 936 form.

TREASURER INFORMATION

TAXES DUE FOR PRIOR YEARS, IF UNPAID: The amount of taxes due for prior years (including penalty and interest) either from omission from the tax rolls (shall collect 3 years prior) or delinquency (shall collect as far back as 7 years). IF TAXES HAVE BEEN PAID, WRITE "ED" IN SPACES PROVIDED.

TOTAL TAXES DUE FOR PRIOR YEARS, IF UNPAID: Place the total of the prior years' taxes due in this space. This will show the amount of the total taxes due for prior years either from omission of the tax rolls or delinquency taxes. To calculate the dollar amount of taxes due on the prior year's, multiply the assessment by the levy for the year that was not paid. IF TAXES HAVE BEEN PAID, WRITE "ED" IN SPACE PROVIDED.

CURRENT YEAR DECAL NUMBER: The current year decal number issued by the treasurer prior to the issuance of the OTC Form 936-R-2001.

CERTIFICATION BY TREASURER'S OFFICE: The treasurer's agent signature certifies that all current and delinquent ad valorem taxes and delinquent special assessments due have been paid. The treasurer's agent shall not affix signature unless the assessor's and treasurer's part has all the required information (68 O.S. 1991, Sec. 2811 - B, 2812-C, 2813-E, Oklahoma Tax Commission Rules, Title 710, Chapter 10, Ad Valorem and Attorney General Opinion 95-47).

DATE: Place the date of the signature of the treasurer's agent in this space.

TAX RECEIPT OR TRUST DEPOSIT NUMBER: Place the tax receipt number and the decal number on the Manufactured Home Certificate 936 upon payment of all ad valorem taxes and special assessments.

This is the owner's RECEIPT OF TAXES PAID OR RELEASE OF TAXES PAID.

SIGNATURE OF APPLICANT: Applicant signs here. The signature serves to identify the applicant and to verify the correctness of the information he/she provides.

Date: Signed by Applicant.

PHONE NUMBER OF APPLICANT: Provide the telephone number of the person requesting the 936 form.

SIGNATURES FROM THE ASSESSOR'S AND TREASURER'S OFFICES MUST BE AFFIXED FOR LEGAL CERTIFICATION COPIES OF 936-R-2001 TO BE DISTRIBUTED TO: Issuing County Assessor, Receiving County Assessor, Owner or applicant, Dept. of Public Safety/Size & Weights Permit and County Treasurer in issuing County.