

MARION COUNTY ASSESSOR CONTACT INFORMATION

Mailing Address:

PO Box 7015
Indianapolis, IN 46207-7015



Office Location:

200 East Washington Street, Suite 1360
Indianapolis, IN 46204-3308

**PHONE: 317-327-4631, Option 3 for Business
Personal Property, then Option 2 for Mobile Homes**

FAX: 317-327-4609

EMAIL: mobilehomeassessment@indy.gov

WEB: www.indy.gov/assessor/personalproperty

The Marion County Assessor's Office locates, identifies, and appraises all taxable property accurately, uniformly, and equitably in accordance with Indiana law. We serve the public with integrity in a helpful, professional, knowledgeable, and timely manner. We empower our employees to improve themselves and the Assessor's Office through continued training and career development. We communicate our policies, procedures, and information openly and honestly using the best available technology. We seek innovation and improvement and are good stewards of the public's resources. We treat everyone with respect, dignity, and compassion.

MARION COUNTY ASSESSOR

JOSEPH O'CONNOR

MOBILE HOMES

TAXPAYER GUIDE



Effective January 1st, 2009 all Marion County Township Assessor's Offices consolidated into the Marion County Assessor. Since that date, the Marion County Assessor's Office has been responsible for the assessment of all mobile and manufactured homes within Marion County. It is the goal of the Assessor to uniformly assess all manufactured and mobile homes in Marion County and provide accurate and timely information regarding the buying, selling, or moving of these homes within the county.

Manufactured and mobile homes that are attached to a permanent foundation are assessed as real property on March 1st of each year. Manufactured and mobile homes that are **NOT** attached to a permanent foundation are assessed on January 15th of each year and taxed in the same year. If you are the owner of record on January 15th, you are responsible for the entire year's taxes. Bills are mailed in the spring and are due May 10th and November 10th.

HOW ARE MOBILE HOMES ASSESSED?

The **National Automobile Dealers Association (NADA)** guidelines are used to assess manufactured and mobile homes in Marion County. Your assessment is based on the year of construction, make, and square footage. We also take into consideration the mobile home community rating and the condition of the home itself. External accessories, such as decks, sheds, canopies, awnings, tip outs, enclosed porches, room additions, garages, and carports are also included in the assessment. Our office works with park management and conducts independent field work to determine the condition of the home and its accessories.



CONTACT INFORMATION

Marion County Auditor

200 East Washington Street, Suite 801
Indianapolis, Indiana 46204
Phone: 317-327-3001 Fax: 317-327-3020
Web: www.indy.gov/auditor



Marion County Treasurer

200 East Washington Street, Suite 1001
Indianapolis, Indiana 46204
Phone: 317-327-4444 Fax: 317-327-4440
Web: www.indy.gov/treasurer

Marion County Recorder

200 East Washington Street, Suite 741
Indianapolis, Indiana 46204
Phone: 317-327-4020
Web: www.indy.gov/recorder



Bureau of Motor Vehicles

Phone: 1-888-myBMV411
Web: www.in.gov/bmv

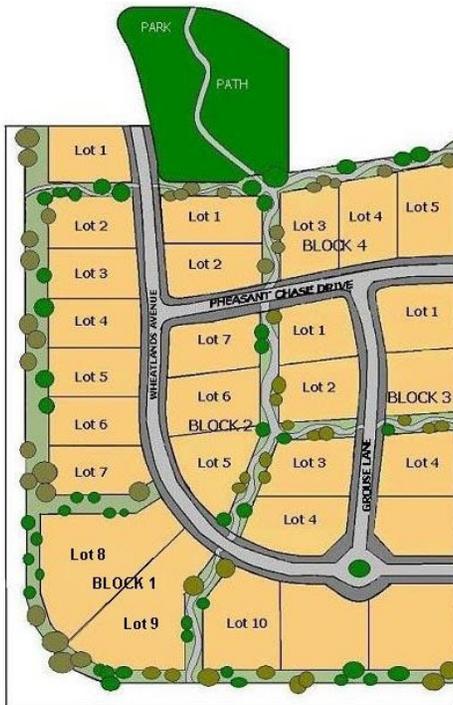


I provided the buyer of my mobile home with a signed title and a title transfer permit, what else do I need to do to get my name off the parcel?

The Assessor’s office MUST receive a copy of the new owner’s title before any ownership information is updated. You will need to follow up with the buyer to ensure that they did transfer the mobile home to their name.

I’m the owner of the mobile home, why is my name not on my tax bill?

A copy of the title in your name or a recorded contract to buy MUST be provided to the Assessor’s Office in order to prove ownership.



WHAT IS A MOBILE HOME COMMUNITY?

A “mobile home community” is defined by statute as one (1) or more parcels of land ... that are subdivided and contain individual lots that are leased or otherwise contracted; ... that are owned, operated, or under the control of one (1) or more persons; and ... on which a total of at least five (5) mobile homes or manufactured homes are located for the purpose of being occupied as principal residences. [IC 16-41-27-5(a)]

The term “mobile home community” would include all real and personal property used in the operation of the mobile home community.

HOW ARE MOBILE HOME COMMUNITIES REGULATED?

The Indiana State Department of Health (ISDH) regulates the “health, sanitation, and safety” of mobile home communities. The ISDH administers these regulations through its Mobile Home Community Construction Approval and Facility Licensing Program.



MOBILE HOME PARK REGULATIONS

The regulatory requirements placed on mobile home communities include the following:

License , Attendant or Caretaker, Register of Occupants, Ejections, Liens, Water Supply & Distribution Systems, Sewage Disposal System , Garbage & Refuse Disposal, Streets and Parking, Ban on Inoperative Vehicles, Animal Control, Minimum Lighting, Safe utility services and fixtures, Ground anchors, Compliance with zoning regulations , Community Buildings, Unoccupied mobile homes, Swimming pools, Reporting communicable diseases.

More information on these regulations is available through the Indiana State Department of Health's Mobile Home Community Inspection and Licensing Program:

Indiana State Department of Health
 Environmental Public Health Division
 2 North Meridian Street, 5E
 Indianapolis, IN 46204
 (317) 233-1325
www.in.gov/isdh/23280.htm

Indiana Code Citations

IC 16-41-27-4

Mobile Home Community Regulations

IC 6-1.1-3

Procedures for Personal Property Assessment

IC 6-1.1-7 and IC 9-17-6

Taxation and Titling of Mobile Homes



Indiana Administrative Code Citations

Title 50

Department of Local Government Finance

FREQUENTLY ASKED QUESTIONS

Will I lose my Homestead Deduction if I don't provide the Assessor's Office with a copy of my title?

YES. In order to confirm eligibility for the Homestead Deduction, you MUST provide the Assessor's office with a copy of your mobile home title to ensure your existing deduction stays in place.

I sold my mobile home, why is my name still on the bill?

A copy of the title in the new owner's name or a recorded contract to buy MUST be provided to the Assessor's Office in order to change the ownership information. It is the seller's responsibility to provide the buyer with a title transfer permit. This permit can be obtained from the Treasurer's Office after all current and delinquent taxes are paid. The title transfer permit is then taken to the BMV along with the signed title, in order to obtain a new title for the buyer.

AM I ELIGIBLE FOR PROPERTY TAX DEDUCTIONS?

YES! Manufactured or mobile homes are eligible for the following property tax deductions (which can reduce your tax bill!):

Homestead Deduction (60% or \$45,000 off the assessed value)

ONLY the titled owner or holder of a recorded contract is eligible for the homestead deduction **AND** the home must be your primary residence.

In most cases, the Homestead Deduction provides the largest reduction in assessed value and taxes.

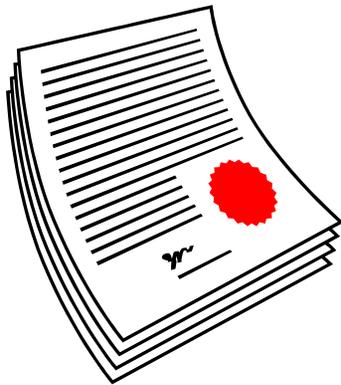
For additional information regarding the following deductions, please contact the Marion County Auditor's Office at (317) 327-4646

Over 65 Deduction (& Surviving Spouses)

Disabled Veteran Deduction (Total or Partial)

Blind or Disabled Deduction

All deductions **MUST** be filed with the Marion County Auditor by March 31st of the current year.



HOW DO I REPORT PROBLEMS IN MY COMMUNITY?

A mobile home community may **NOT** be in operation without obtaining a license from the Indiana State Department of Health. Following its review, the Department may issue a four (4) year license, a temporary license, a license transfer, or notice of an adverse action on the license. The unlicensed operation of a mobile home community is a Class B misdemeanor.

The Mobile Home Community Construction Approval and Facility Licensing Program maintains a roster of licensed mobile home communities. In addition to maintaining a registry of licensees, the Indiana State Department of Health, or its designee, may also "inspect" mobile home communities and "take necessary and reasonable steps ... to determine whether or not ... [the] community is in compliance with Indiana law." An inspection by the Indiana State Department of Health may lead to compliance orders, enforcement proceedings, civil penalties, as well as other administrative adjudication procedures. A mobile home community that does not follow the appropriate procedures may be closed.





If you feel that your mobile home community is not following the appropriate guidelines or you are in need of city services, please contact the Mayor's Action Center at **(317) 327-4622** or online at **www.indy.gov/mac**.

The Mayor's Action Center can assist you with problems relating to: abandoned vehicles, animals, potholes, illegal dumping, recycling, sewer backups, sidewalks, curbs, street maintenance, street signs, trash, traffic signals, trees, mosquitoes, and tall grass.

If you have a health concern, please contact the Marion County Health Department at **(317) 221-2150** or online at **www.mchd.com** or the Indiana Department of Health.

If you need assistance with stray cats in your community, contact Indy Feral for information, training, and no-kill solutions for controlling stray cats. They can be reached at **(317) 596-2300** or online at: **www.indyferal.org**.



DO I HAVE TO BE A UNITED STATES CITIZEN TO GET A MOBILE HOME TITLED IN MY NAME?

NO. However, applicants for title must submit documentation proving the applicant:

is an alien lawfully admitted for permanent or temporary/pending residence in the United States;

has conditional permanent resident status in the United States;

has an approved application for asylum in the United States or has entered into the United States in refugee status;

has a valid unexpired nonimmigrant visa or nonimmigrant visa status for entry into the United States;

has a pending application for asylum in the United States;

has a pending or approved application for temporary protected status in the United States;

has approved deferred action status;

The applicant must also provide evidence of his/her Social Security number (SSN) OR, if federal law prohibits the issuance of a SSN to the applicant, "the applicant must provide verification of the applicant's ineligibility to be issued a Social Security number" [Ind. Code § 9-24-16-3.5(2)].

For further information, see
Ind. Code § 9-24-9-2.5
& **Ind. Code § 9-24-16-3.5(1)**



Anyone who purchased a home valued at five thousand dollars (\$5,000) or more and is unable to obtain a properly executed title shall present a court order that establishes the buyer as the legal owner of the home for which the buyer is seeking a title.



If you are purchasing a mobile or manufactured home, the seller **MUST** provide a title transfer permit and a signed certificate of title or purchase contract.

It is the **BUYER'S** responsibility to take the title to the BMV and have the home titled in their name. If buying on contract, the purchase contract should be recorded with the Marion County Recorder's Office

PLEASE SUBMIT A COPY OF YOUR TITLE OR RECORDED CONTRACT TO THE MARION COUNTY ASSESSOR'S OFFICE!

INSTALLATION OF MANUFACTURED OR MOBILE HOMES

The installation of a manufactured or mobile home in a mobile home community **MUST** be performed by a *licensed* manufactured home installer. The installer must be licensed with the Mobile Home Installer Licensing Board of the Indiana Professional Licensing Agency.

Effective June 30th 2007, installers **MUST** supply a weather radio inside each manufactured home they install.

The weather radio must be equipped with the following features:

1. Tone alarm activation.
2. Specific alert message encoding, or SAME, technology.
3. Public alert standard (CEA-2009) certification.

Utilities should **NOT** be connected until the manufactured home is properly blocked, leveled, and all systems are functioning.

For additional information, contact the Mobile Home Installer Licensing Board :

Indiana Professional Licensing Agency
 Attn: Manufactured Home Installers Board
 402 W Washington St, Ste W-072
 Indianapolis, Indiana 46204

Call **(317) 234-3040** or online at www.in.gov/pla/mfghome.htm



DO I NEED A PERMIT TO MOVE MY MOBILE HOME?

YES. A manufactured or mobile home may **NOT** be moved from one location to another unless the owner or the occupier obtains a permit to move the home from the County Treasurer. The County Treasurer will issue the permit once any outstanding taxes on the home have been paid in full. The permit must be presented to the licensed installers, who will keep the permit while the home is in transit. The permit is valid for **one month** from the date of issue. If the home is unable to be moved during that time, a new permit is required.

Any person who moves a manufactured or mobile home without a permit commits a Class C infraction and may be fined up to \$500 plus other costs.

DO I NEED A PERMIT OR TITLE TO SELL OR TRANSFER OWNERSHIP OF MY MOBILE HOME?

YES. If you are selling or transferring ownership of a manufactured or mobile home, you **MUST** provide the purchaser with a title transfer permit before the sale can be completed. If any taxes are owed, they must be paid before the County Treasurer will issue a permit.

Any person who fails to provide a title transfer permit commits a Class C infraction and may be fined up to \$500.

All manufactured or mobile homes located in Indiana not attached to a permanent foundation MUST be titled through the Indiana Bureau of Motor Vehicles.

WHAT IF THE TITLE IS LOST OR DESTROYED?

If a certificate of title is lost, destroyed, mutilated, or becomes illegible, the titled owner can apply for a duplicate certificate of title through the Bureau of Motor Vehicles



WHAT IF I PURCHASE A MANUFACTURED OR MOBILE HOME THAT HAS NO TITLE?

Anyone who purchased a home valued at five thousand dollars (\$5,000) or less and is unable to obtain a properly executed title may obtain one by presenting **ALL** of the following items to the Indiana Bureau of Motor Vehicles:

A valid bill of sale

An affidavit of ownership on the BMV's designated form

A letter requesting the registered owner/seller to provide the signed title to the purchaser. The letter must have been:

- A) sent to the seller by registered mail at the sellers last known address; and
- B) returned to the sender unopened and marked as being unclaimed

A VIN inspection

A lien release, if necessary