



### AFFIDAVIT IN LIEU OF SURRENDER OF TITLE FOR MANUFACTURED OR MOBILE HOME

**EXPLANATION / INSTRUCTIONS:**

1. This affidavit is authorized by Iowa Code 435.26B and may be used to effectuate a surrender of certificate of title for a manufactured or mobile home if an Iowa title has never been issued or was issued and has been surrendered previously.
2. A preparer (lawyer or agent) may assist with the document and should be noted below.
3. Part J (Execution by Owners) must be notarized. Therefore, this form must be signed as an original by all signatories at each step of the process.
4. When Parts A through H are complete, submit with all required attachments to Iowa DOT with payment of \$5.00 as per Administrative Rule 761.400.40(3). For questions contact [trista.hills@iowadot.us](mailto:trista.hills@iowadot.us).

Please mail to:  
 Systems and Administration Bureau  
 Iowa Department of Transportation  
 P.O. Box 9204  
 Des Moines, IA 50306-9204

OPTIONAL - complete only if a preparer assisted with the document			
Preparer name	Preparer's agency / position		
Address	City	State	Zip
E-mail*	Phone*		
Return completed affidavit to:			

*\* E-mail and phone are not required and will only be used for questions about this transaction; this information will not be retained*

PART A – OWNER / APPLICANT INFORMATION			
Owner #1 full name or business / organization name		County of residence	
Iowa Driver License number OR Iowa ID Card number OR Social Security Number OR FEIN if business			
Address	City	State	Zip
E-mail*	Phone*		
Owner #2 full name or business / organization name			
Iowa Driver License number OR Iowa ID Card number OR Social Security Number OR FEIN if business			
Address	City	State	Zip

*\* E-mail and phone are not required and will only be used for questions about this transaction; this information will not be retained*

*Please attach a separate page if necessary for additional owners*

PART B – DESCRIPTION OF MANUFACTURED OR MOBILE HOME (THE “HOME”)			
Year	Make	Model	VIN or serial number*

*\* If VIN or Serial number is unknown or uncertain, submit a photo of identification plate with as much information as possible*

**PART C – STATEMENT OF OWNERSHIP, LIENS, ENCUMBRANCES OR SECURITY INTERESTS**

Owner(s) has/have title or interest in the Home as follows:

Indicate and detail persons or organizations that have a lien, encumbrance or security interest in the home:  
 None       One       Two       Three

Name	Address, City, State, Zip	Type of interest

*Attach pages if necessary for additional explanation or statement of liens, encumbrances or security interests.*

**PART D – FACTS AFFECTING VALIDITY OF TITLE, LIENS, OR ENCUMBRANCES**

Check one of the following:

The owner(s) is/are NOT aware of (i) any other claim, lien, or encumbrance affecting the Home, (ii) any facts or information that could reasonably affect the validity of title to the home or the existence of any security interests in it.

The owner(s) is/are aware of (i) another claim, lien, or encumbrance affecting the Home, and/or (ii) any facts or information that could reasonably affect the validity of title to the home or the existence of any security interests in it. Attach separate explanation.

**PART E – RECORD OF PURCHASE / ACQUISITION**

The current owner purchased / acquired the Home from the following (full name or business / organization name)

Address	City	State	Zip
How was the Home acquired (purchase, inheritance, etc.)		Date of acquisition (approximate if needed)	

**PART F – TITLE OPINION**

This affidavit requires a written opinion by an attorney licensed to practice law in Iowa who has examined the abstract of title on the land upon which the Home is situated. The opinion states the names of the owners and holders of mortgages, liens or other encumbrances on the land upon which the Home is situated and notes the encumbrances along with any bonds securing the encumbrances. Utility assessments shall not be construed to be encumbrances.

Title opinion attached

<b>PART G – CITY / COUNTY ENDORSEMENT OF LOCATION</b>	
The Home is located on real property described in the attorney title opinion (Part F) and all the following apply: <ol style="list-style-type: none"> <li>1. The Home is located outside a manufactured home community or mobile home park; and</li> <li>2. The Home has been converted to real estate by being placed on a permanent foundation; and</li> <li>3. The Home has been entered on the tax rolls.</li> </ol>	
Endorsed by City or County Assessor	
Full name	Title / jurisdiction
Signature	Date

<b>PART H – STATEMENT OF TITLE SEARCH BY OWNER(S)</b>
<input type="checkbox"/> After diligently searching for the same, the owner(s) has/have been unable to locate and produce a manufacturer's certificate of origin or a certificate of title for the Home.
<input type="checkbox"/> Owner(s) has/have no knowledge that a certificate of title has previously been issued or surrendered for the Home.

<b>PART I – DEPARTMENT OF TRANSPORTATION ENDORSEMENT AND RECEIPT OF PAYMENT</b>	
<input type="checkbox"/> The department has searched its records and endorses this affidavit to certify (i) there is no record of a certificate of title having ever been issued or (ii) no record of a certificate of title that was issued and has not been surrendered. Furthermore, the department has found no record of any ownership interest contrary to the ownership interest asserted by the owner(s) and no lien, encumbrance, or security interest contrary to those specified by the owner(s) for the Home.	
OR	
<input type="checkbox"/> The department has searched its records and is unable to endorse this affidavit for the following reason(s):	
<input type="checkbox"/> The owner(s) and/or the preparer has/have paid the \$5.00 fee required by Administrative Rule 761.400.40(3) for the review of this affidavit.	
Full name	Title
Signature (only if endorsing the affidavit)	Date

**PART J – EXECUTION BY OWNERS**

I (we) the undersigned, being first duly sworn (or affirmed) under oath, state of my (our) personal knowledge that all the preceding information set out in this affidavit is true and correct.

\_\_\_\_\_  
Owner #1 printed name

\_\_\_\_\_  
Owner #2 printed name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Additional owner printed name

\_\_\_\_\_  
Additional owner printed name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

For witnessing or attesting signature:

State of \_\_\_\_\_

County of \_\_\_\_\_

Signed (or attested) before me on

Date \_\_\_\_\_

Name of notary \_\_\_\_\_

Signature of notary \_\_\_\_\_

Official seal