

MV-82TON FREQUENTLY ASKED QUESTIONS

Any Manufactured Home with a manufacture date of 1995 or newer must be titled in NYS.

Q: Can I handwrite the form?

A: Yes, just be sure to use black or blue ink and print clearly. Incomplete or messy forms may be rejected or delayed.

Q: Do ALL Manufactured Homes need to have a title?

A. No. The only manufactured homes that require a title are those that have a manufactured date of 1995 or newer and are at least 8 ft. x 40 ft. or 320 sq. ft. when erected.

Q: What sections of the MV-82TON do I need to complete?

A. For manufactured homes, you must complete: Sections 1, 2 (if there is a co-owner), 3C, 6, and 7 (if purchased from a dealer). Skip vehicle, boat, and trailer sections.

SECTION 1: NEW OWNER'S LAST NAME, FIRST NAME, MIDDLE INITIAL, DATE OF BIRTH, SEX, RACE, NEW OWNER'S SIGNATURE, ADDRESS, CITY OR TOWN, STATE, ZIP CODE, COUNTY, ADDRESS WHERE YOU LIVE, IF DIFFERENT FROM YOUR MAILING ADDRESS, DO NOT OVER-INK (Write inside your circle) (Print inside)

SECTION 2: NEW CO-OWNER'S LAST NAME, FIRST NAME, MIDDLE INITIAL, DATE OF BIRTH, SEX, RACE, NEW CO-OWNER'S SIGNATURE, ADDRESS, CITY OR TOWN, STATE, ZIP CODE, COUNTY, ADDRESS WHERE YOU LIVE, IF DIFFERENT FROM YOUR MAILING ADDRESS, DO NOT OVER-INK (Write inside your circle) (Print inside)

SECTION 3: COMPLETE ONE OF THE FOLLOWING (A) OR (B) OR (C) OR (D)

(A) VEHICLES AND MOTORCYCLES (How was the vehicle obtained? ☐ New ☐ Used ☐ Salvage)

(B) BOATS ONLY (How was the boat obtained? ☐ New ☐ Used ☐ Salvage)

(C) MANUFACTURED HOMES ONLY (How was the manufactured home obtained? ☐ New ☐ Used ☐ Salvage)

SECTION 6: DEALER USE ONLY. LIEN INFORMATION. To be completed only by a vehicle, boat or trailer dealer. DO NOT USE FOR BIRTH.

THIS IS WHAT YOU NEED TO APPLY FOR A CERTIFICATE OF TITLE.

- APPLICATION (FORM MV-82TON) - After completing appropriate sections as outlined on top of page 1, please make sure you sign the owner certification in Section 6 and the dealer signs Section 7, if applicable.
- PROOF OF OWNERSHIP - If purchased new, the proof of ownership is a Manufacturer's Statement or Certificate of Origin. If purchased used, the proof of ownership is usually a certificate of title or a transferable registration and bill of sale from a state that does not require a title. For vehicles, motorcycles, and trailers sold by a New York State dealer, a Certificate of Sale (Form MV-50) is also required. For boats sold by a dealer, a bill of sale from the dealer must accompany the proof of ownership. If you have other proof of ownership, please contact the Title Bureau to find out if it is acceptable.
- PROOF OF NAME AND DATE OF BIRTH - Only proof of name that contains the owner's signature will be accepted. For example: a copy of a photo driver license, a military photo ID card, or a credit card. Proof of date of birth is a copy of a photo driver license, a birth certificate, or military separation papers (DD-214). A corporation must provide proof of incorporation.
- SALES TAX CLEARANCE - Proof that you paid or are exempt from paying sales tax is needed. The following are acceptable proofs of sales tax clearance:
 - Form MV-50 (Certificate of Sale) for vehicles, motorcycles, and trailers purchased from a New York State-registered dealer.
 - Form PS-4ET (Sales Tax Clearance Receipt) for vehicles, motorcycles, trailers and boats purchased from an out-of-state dealer, or through a sale that does not involve a dealer. Form PS-4ET may be obtained at any Motor Vehicle office by paying sales tax or by showing that you are tax exempt.
 - A bill of sale for boats purchased from a New York State-registered boat dealer. The bill of sale must indicate that tax was paid, or that the purchaser is exempt from sales tax.
 - Signed Manufacturer Home Dealer Certification (Section 7) for manufactured homes purchased from a dealer authorized to collect New York State and local sales tax. The Manufacturer Home Dealer Certification before must be completed by the dealer. **PLEASE NOTE:** Sales tax clearance is only required for manufactured homes purchased as NEW.
- FILING FEES - Section 4 on page 1 can only be used by a dealer to file a new lien. All other liens must be recorded by the lender sending a Notice of Lien (Form MV-900) and \$5 fee for OR (Form MV-900) (if they have an account with the Department of Motor Vehicles). To be sure the lien is recorded before the title is issued, the lender should send the Notice of Lien with this application. OR as soon as possible after the loan is made (these forms should not be given to a customer to read). For further information, obtain our pamphlet "What Lenders Should Know About the NYS Vehicle and Boat Title Program" (Form MV-900) by contacting the Motor Vehicle Title Bureau, or by visiting our website (dmv.ny.gov) under Forms.
- TITLE & LIEN FEE - The fee for a title for all vehicles, motorcycles, trailers and boats is \$5. The fee for a Certificate of Title for a manufactured home is \$125. The fee for filing a lien is \$5. Payment must be made by check or money order payable to "Commissioner of Motor Vehicles". **PLEASE NOTE:** We can only accept payment of the fee from a dealer or bank/draft. The fee for copies be paid by the owner.

Bring your completed application to any DMV office, or mail to the address below, with:

- proof of ownership
- title application fee
- proof of name and date of birth
- notice of lien and fee (if applicable)
- sales tax clearance (if applicable)
- proof of Power of Attorney (if applicable)

Mailing Address: Title Bureau, Department of Motor Vehicles, 4 Empire State Plaza, Albany, NY 12248

The following applications must be mailed to Title Bureau:

- Geographic Liens
- Salvage Certificate
- Manufactured Homes
- Boats
- Remolded Vehicles
- Application by Dealer/Manufacturer for vehicles returned by purchaser under Lemon Law

Visit us on the web at: dmv.ny.gov

RESET / CLEAR

B. If there are more than 2 owners you must also complete MV-83T.

NEW YORK
Department of
Motor Vehicles

STATEMENT OF PARTNERSHIP OR JOINT OWNERSHIP
Use this form in conjunction with a Vehicle Registration/Title Application (MV-432)
when more than two persons are partners or joint owners of a vehicle.

Please print in blue or black ink.

Plate Number: _____

Type of Registration: _____

Name(s) in which vehicle is registered: _____

OFFICE USE ONLY
☐ Original ☐ Transfer
☐ Renewal ☐ Amendment

Additional Members of Partnership

Last Name	First	MI	Date of Birth
Number and Street (Mailing Address including Rural Delivery Box No. and/or Apt. No.)			
City or Town	State	Zip Code	ID Number from NYS License, Permit, or ID
Last Name	First	MI	Date of Birth
Number and Street (Mailing Address including Rural Delivery Box No. and/or Apt. No.)			
City or Town	State	Zip Code	ID Number from NYS License, Permit, or ID
Last Name	First	MI	Date of Birth
Number and Street (Mailing Address including Rural Delivery Box No. and/or Apt. No.)			
City or Town	State	Zip Code	ID Number from NYS License, Permit, or ID

THE FOLLOWING STATEMENT MUST BE SIGNED BY A MEMBER OF THE FIRM OR JOINT OWNERSHIP.
I CERTIFY THAT I AM A MEMBER OF THE FIRM OR JOINT OWNERSHIP MAKING THIS APPLICATION.

X _____ Signature _____ Title _____

MV-83T (7/02) dmv.ny.gov [reset/clear](#)

Q: Where do I send the completed application and supporting documents?

A. Mail everything to:

Title Bureau
NYS Dept. of Motor Vehicles
6 Empire State Plaza
Albany, NY 12228

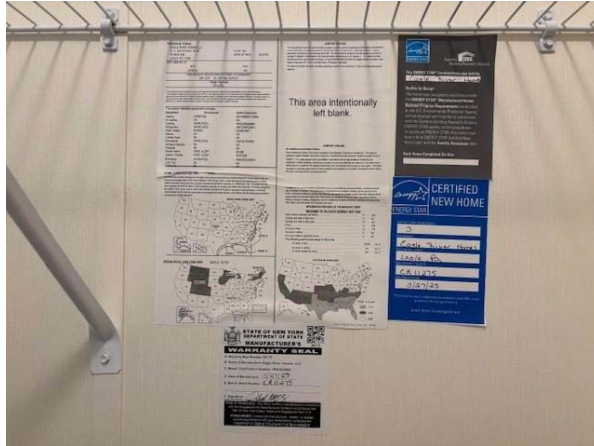
Do not bring this to your local DMV office. It will be rejected.

Q: What's the cost to apply for a title?

A. The fee is \$125. If you are filing a lien, your lender must also include a \$5 lien fee (not to be paid by the owner).

Q: Where do I find the serial number of my home?

- A. The Serial Number of your home can be found in the largest closet of the largest bedroom, the water heater closet, in a kitchen cabinet or inside the electric panel box. It can also be found on the Manufacturer's Statement of Origin (MSO) / Manufacturer's Certificate of Origin (MCO). See the example below:



**CERTIFICATE OF ORIGIN
FOR A MANUFACTURED HOME**

DATE _____ INVOICE NUMBER _____

TRADE NAME OF MANUFACTURED HOME _____ SERIES OR MODEL _____

VIN NUMBER / SERIAL NUMBER _____ YEAR _____ SQUARE FOOTAGE _____

FLOOR LENGTH / FT. (EXCLUD HATCH) _____ FLOOR LENGTH / FT. (EXCLUD HATCH) _____

FLOOR WIDTH / FT. _____ SHIPPING WEIGHT _____ MFG DATE _____

I, the undersigned representative of the company, firm or corporation named below, hereby certify that the new manufactured home described above is the property of the said company, firm or corporation, and is transferred on date set herein, subject to the terms and conditions of the Invoice or other applicable agreement with the designated Distributor or Dealer.

NAME OF DISTRIBUTOR, DEALER, ETC. _____

I further certify that this is the first transfer of such new manufactured home in ordinary trade and commerce.

BY: _____ (SIGNATURE OF AUTHORIZED REPRESENTATIVE (AGENT))

(CITY, STATE) _____

A314204

Q: There are 19 spots in the MV-82TON serial number section. What if my serial number is NOT 19 digits long?

- A. Most serial numbers on Manufactured Homes are only between 9-13 digits, so leave blank spaces as needed. If your serial number has more than 19 digits, fill in all until there are no spaces remaining. When applicable, the serial number entered on your MV-82TON application must match that listed on the MSO or New York title.

Q: What if I bought the home from someone who never had a title?

- A. That person must apply for and receive a title before you can legally buy or transfer ownership. NYS will not issue a title to you until one is created in their name first.

Q: What if I don't have the MSO or original title?

- A. Only one Manufacturer's Statement or Certificate of Origin is ever issued for each home. If the Retailer who sold the home originally, and the manufacturer of the home are still in business, you can request a duplicate MSO. Include a notarized affidavit explaining when, how, and from whom you bought the home. If the seller is out of business or deceased, explain that clearly.

If a NYS title certificate was issued, you must obtain a duplicate through DMV. You may apply online or at any motor vehicle office for a duplicate title with no change of address. Otherwise, you may apply through the mail. You may confirm if a NYS title certificate was issued online using the DMV's Check a Title or Lien Status service, or by contacting the DMV's Title Services Bureau at (518) 486-4714.

Q: Can I file a lien on this form?

- A. Only dealers can file a lien directly on this form. Otherwise, your lender must submit form MV-900 with a \$5 lien fee separately, or form MV-900.1 if your lender has an escrow account with DMV.

NOTICE OF LIEN
dmv.ny.gov

All information on your application must be typed. Verify the vehicle, but do not manufacture home ID number entered. If information is not complete, or incomplete, or not complete, the form is **NOT** completed.

VEHICLE/STANDARD MANUFACTURED HOME INFORMATION For more information about filing a lien electronically, visit <https://dmv.ny.gov/electronic-filing>

Identification Number: _____

This is a ☐ Vehicle ☐ Boat ☐ Trailer ☐ Manufactured Home

OWNER INFORMATION

Owner's Name (Last, First, Middle or Business Name): _____ Owner's NYS License/Permit/Non-Owner ID Card Number: _____

Co-Owner's Name (Last, First, Middle or Business Name): _____ Co-Owner's NYS License/Permit/Non-Owner ID Card Number: _____

Owner's Current Mailing Address (Street Number and Name): _____ Apt. Number: _____

City: _____ State: _____ Zip Code: _____

☐ Check this box if the address you entered is **NEW** since your last title was issued. Your address will only be updated if this box is checked.

NOTE: Lien will be recorded only if the serial number on the certificate is **EXACTLY** the same as the certificate recorded, or to be recorded, on the Certificate of Title. If a Certificate of Title has not been issued to this vehicle, enter the name as it appears on the dealer license or on a bill of sale.

OWNER'S STATEMENT: I understand that the titleholder will send this notice to the DEPARTMENT OF MOTOR VEHICLES. If a title was previously issued on my name for this vehicle, boat, trailer or manufactured home, I give it to the titleholder to be sent to DMV with this notice. I understand that a new Certificate of Title that shows the titleholder's name is mailed to me, or the address on record **unless** I have indicated a **NEW** address above.

If signing for a corporation, enter your name and title: _____ (Name) _____ (Title)

OWNERS SIGN HERE X _____ (Date) _____

OWNERS SIGN HERE X _____ (Date) _____

LIEN INFORMATION

Lien Filing Code Assigned by NY DMV only enter a code that was assigned by NY DMV to you or your company: _____

Lienholder's Name: _____

Lienholder's Name (continued): _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

This notice authorizes the Department of Motor Vehicles to disclose (or otherwise make available) information about the titleholder obtained by the Department in connection with this record.

Date of Security Agreement: _____

Lienholder's Signature: _____ (Not for an original signature or a facsimile stamp)

Has a NY Certificate of Title been issued for this home? ☐ YES ☐ NO IF YES, ATTACH TRUE COPY

LENDER: Must also show the \$5 fee paid by the titleholder payable to the Commissioner of Motor Vehicles, and the owner's title (if issued) on TITLE BUREAU, NEW YORK STATE DEPARTMENT OF MOTOR VEHICLES, PO BOX 2004, ALBANY NY 12220-0004

You are hereby notified if a lien was recorded or if a title certificate was issued.

Go to the Lien Title Certificate Status page at the DMV website: dmv.ny.gov/electronic-filing

FORM 800-0000

NOTICE OF LIEN - CHARGE ACCOUNT CUSTOMER
dmv.ny.gov

All information on your application must be typed. Verify the vehicle, but do not manufacture home ID number entered. If information is not complete, or incomplete, or not complete, the form is **NOT** completed.

VEHICLE/STANDARD MANUFACTURED HOME INFORMATION For more information about filing a lien electronically, visit <https://dmv.ny.gov/electronic-filing>

Identification Number: _____

This is a ☐ Vehicle ☐ Boat ☐ Trailer ☐ Manufactured Home

OWNER INFORMATION

Owner's Name (Last, First, Middle or Business Name): _____ Owner's NYS License/Permit/Non-Owner ID Card Number: _____

Co-Owner's Name (Last, First, Middle or Business Name): _____ Co-Owner's NYS License/Permit/Non-Owner ID Card Number: _____

Owner's Current Mailing Address (Street Number and Name): _____ Apt. Number: _____

City: _____ State: _____ Zip Code: _____

☐ Check this box if the address you entered is **NEW** since your last title was issued. Your address will only be updated if this box is checked.

NOTE: Lien will be recorded only if the serial number on the certificate is **EXACTLY** the same as the certificate recorded, or to be recorded, on the Certificate of Title. If a Certificate of Title has not been issued to this vehicle, enter the name as it appears on the dealer license or on a bill of sale.

OWNER'S STATEMENT: I understand that the titleholder will send this notice to the DEPARTMENT OF MOTOR VEHICLES. If a title was previously issued on my name for this vehicle, boat, trailer or manufactured home, I give it to the titleholder to be sent to DMV with this notice. I understand that a new Certificate of Title that shows the titleholder's name is mailed to me, or the address on record **unless** I have indicated a **NEW** address above.

If signing for a corporation, enter your name and title: _____ (Name) _____ (Title)

OWNERS SIGN HERE X _____ (Date) _____

OWNERS SIGN HERE X _____ (Date) _____

LIEN INFORMATION

Lien Filing Code Assigned by NY DMV only enter a code that was assigned by NY DMV to you or your company: _____

Lienholder's Name: _____

Lienholder's Name (continued): _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

This notice authorizes the Department of Motor Vehicles to disclose (or otherwise make available) information about the titleholder obtained by the Department in connection with this record.

Date of Security Agreement: _____

Lienholder's Signature: _____ (Not for an original signature or a facsimile stamp)

Has a NY Certificate of Title been issued for this home? ☐ YES ☐ NO IF YES, ATTACH TRUE COPY

LENDER: Must also show the \$5 fee paid by the titleholder payable to the Commissioner of Motor Vehicles, and the owner's title (if issued) on TITLE BUREAU, NEW YORK STATE DEPARTMENT OF MOTOR VEHICLES, PO BOX 2004, ALBANY NY 12220-0004

You are hereby notified if a lien was recorded or if a title certificate was issued.

Go to the Lien Title Certificate Status page at the DMV website: dmv.ny.gov/electronic-filing

FORM 800-0000

Q: Do I need to include proof of sales tax payment?

- A. Yes, if the home was purchased new. Pre-owned homes do not need proof of tax payment if you're not the original buyer. If the home was new, the dealer must complete Section 7, certifying that tax was collected.

Q: How long does the process take?

- A. It usually takes 6 to 8 weeks for the Albany DMV to process and mail your title once the completed application is received.

Q: What if I inherited the home and no title exists?

- A. You will need to submit:
- A copy of the death certificate
 - Court-issued estate documents (or will) which clearly identifies the Manufactured Home by Serial Number
 - A notarized affidavit explaining your relationship and how the home was passed to you
 - The completed MV-82TON form
 - Proof of the MFH Serial Number(s) - Original MSO/MCO or a copy of Manufactured Home's Data Plate.

Please Note: All requirements may be confirmed by contacting the DMV's Title Services Bureau at (518) 486-4714.

Q: What if I made a mistake or forgot something on the form?

- A. If the DMV can't process your application, they'll mail it back with a rejection letter. Fix the issue and resubmit the entire corrected package.

Q: I didn't know my new home required a Title when I purchased it, and the location where I purchased my home is now out of business. How do I know if NYS and local taxes were paid?

- A. You can submit a notarized affidavit along with form MV-82TON explaining that you did not know your home should have been titled when you purchased it new. Include information about when and where you purchased the home and explain that the retailer is no longer in business. Include a copy of the Manufactured Home's Data Plate. You can also include a copy of your receipt for paying for your home – it will show the amount of sales tax that was collected by the dealer. Please note that there may be additional requirements, or you may be in possession of documents which should be surrendered to DMV to issue a title. This may be determined by contacting the DMV's Title Services Bureau at (518) 486-4714.

Q: Why might a dealer not apply for the title to a manufactured home?

- A. Sometimes, the dealer will not apply for the title because the customer has an unpaid balance on their home. Additionally, if the customer moves into their home without a Certificate of Occupancy, a manufactured housing dealer will not issue the title until they provide it. Customers should be aware that presenting an affidavit to the DMV's

title bureau while there is an unpaid balance or unmet terms of the purchase contract could be considered fraudulent and subject to enforcement action and/or penalties by the DMV.

Q: I am planning to sell my home that was manufactured before 1995. What do I need to do?

- A. You can sell a home manufactured before 1995 with a bill of sale. Include as much information on the Bill of Sale as possible: year manufactured, make, model, size of home, number of beds/baths, color of home, etc.

MANUFACTURED HOME BILL OF SALE	
(Page 1 of 2)	
IN CONSIDERATION of the sum of \$ _____	
received by _____, ("SELLER")	
whose address is _____	
from _____, ("BUYER")	
whose address is _____	
receipt and sufficiency of which are hereby acknowledged, SELLER(s) grants, sells, conveys, transfers and delivers to BUYER the following Manufactured home:	
MANUFACTURER:	MODEL:
SERIAL NUMBER:	
SIZE:	YEAR MANUFACTURED:
CURRENT LOCATION OF HOME:	
To have and to hold the same unto BUYER and BUYER'S executors, administrators, and assigns, forever.	
Manufactured Home is sold together with an equal interest in all the fixtures, accessories and equipment and all other necessities thereto appertaining and belonging except: _____	
SELLER warrants that Manufactured Home is sold free and clear from any lien, security interest, mortgage or other encumbrance, except:	
a lien by _____, ("LIEN HOLDER").	
SELLER warrants to BUYER that SELLER is the legal and true owner of the Manufactured Home and that SELLER has the right to sell the Manufactured Home.	
SELLER will defend Manufactured Home against any claims or demands, except any previously mentioned lien (if any).	
? The Manufactured Home is sold AS IS with no express or implied warranties or representations having been made by Seller to Buyer.	
OR	
? The Manufactured Home is sold with the following warranty: _____	
BUYER'S INITIALS	

Q: If I live out of NY state and my Manufactured Home is delivered and installed in NY state, in which state do I apply for title?

- A. You must apply for a title in NY, as the Manufactured Home was delivered to and installed in NY.

This is a sample of what your title will look like:

NEW YORK STATE									
THIS IS A DUPLICATE CERTIFICATE AND MAY BE SUBJECT TO THE RIGHTS OF A PERSON UNDER THE ORIGINAL CERTIFICATE									
Title and Identification No. ABCDEF12345678912 ABCDEF12345678912		Year 1996	Make CHEVR	Model Code CVT	Body/Hull 2DSD	* * LIENS * *			
Color RD/WH	Wt./Sts./Lgh. 003456	Fuel GAS	Cyl./Prop. 8	New or Used USED	Type of Title VEHICLE	Document No. 752301W		Date Issued 1/09/98	
Name and Address of Owner(s) MOTORIST, MIKE MOTORIST, MARY 202 SOUTH SWAN ST ALBANY NY 12121			ODOMETER READING: 123456		ACTUAL MILEAGE: 123456				
IMPORTANT: THIS VEHICLE WAS RETURNED TO THE MANUFACTURER OR DEALER BECAUSE IT DID NOT CONFORM TO ITS WARRANTY.									
* STOLEN VEHICLE * INSURANCE TRANSFER ONLY RECONSTRUCTED * NON-USA STD * REBUILT SALVAGE/NJ NON-COMPLYING NY EMISSIONS									
This document is your proof of ownership for this vehicle, boat or manufactured home. Keep it in a safe place, not with your license or registration or in your vehicle or boat. To dispose of your vehicle, boat or manufactured home, complete the transfer section on the back and give this title to the new owner.									
IMPORTANT: THIS VEHICLE IS NOT EQUIPPED WITH A TAMPER-RESISTANT ODOMETER									
Lienholder RODGERSOLD FINANCE DEPT. C. 123 BROADWAY TROY NY 12180		Lienholder SMAC ALBANY REGIONAL OFC BOLTON RD ALBANY NY 12221		Lienholder STATE BANK CUMMINS LOAN UNIT STATE ST ALBANY NY 12121		Lienholder KEY BANK AUTO LOAN DIVISION STATE ST ALBANY NY 12121			
DEPARTMENT OF MOTOR VEHICLES									