



LOGAN COUNTY AUDITOR

Kacy Kirby, Chief Deputy LeAnn Taylor, Chief Deputy

Request to Convert Manufactured Home to Real Estate Instructions

1. Owner must own the Manufactured Home and the land that it sits on.
2. Owner must surrender the original title with all liens cancelled.
3. Complete the Request to Convert Manufactured Home to Real Estate form.
4. Verify that all Manufactured Home taxes are paid through the current year.
5. Homeowner needs to provide proof that the home is attached to a permanent foundation. "Permanent foundation" means permanent masonry, concrete, or a footing or foundation approved by the division of industrial compliance of the department of commerce pursuant to Chapter 4781. of the Revised Code, to which a manufactured or mobile home may be affixed. We would need one of the following:
 - a. A Certificate of Occupancy from the Logan County Building Department indicating that the home is on a permanent foundation per Ohio Revised Code 3781.06 (C)(5).
 - b. An image of the Manufactured Home Inspection Seal or a Seal # which can be confirmed with the Division of Industrial Compliance. The Seal indicates the home has an approved foundation.
 - c. If the owner does not have a Certificate of Occupancy or a Manufactured Home Inspection Seal but we have a photo showing that the home has a concrete or masonry perimeter foundation wall, we can convert it to real.
 - d. If the home has vinyl skirting instead of concrete or masonry perimeter wall, the owner needs to obtain a Manufactured Home Inspection Seal. They can contact:

Binders, Inc. Inspection Agency
155 North Wheeling St.
Toledo, OH 43605
Phone: 419-690-7000