



# Manufactured Home Titles

Motor Vehicles Division

3-18-2025



## Revision History

<b>Effective Date of SOP:</b> 3/18/2025	<b>SOP Number:</b> G.05
<b>Functional Area Name:</b> Motor Vehicles	<b>Division Name:</b> Titles
<b>Last Review Date:</b> 3/14/2025	<b>Last Reviewer:</b> Tiffany Doane, Motor Vehicle Manager
<b>Next Review Date:</b> 3/14/2026	<b>Next Reviewer:</b> Motor Vehicle Manager
<b>Executive Approval Date:</b> 3/18/2025	<b>Approved By:</b> Caitlin Owen, Chief Development & Support Officer

## Overview

This standard operating procedure (SOP) covers basic transactions related to manufactured homes.

## Purpose

This SOP provides step-by-step procedures for TCs to follow when processing manufactured homes transactions.

## Policy Statement

These procedures apply to TCs helping customers in the SOK Storefront with title transactions and working in the back-office processing mail-in title work.

## Compliance

**42 U.S. Code § 5401** – Federal code defining and covering manufactured homes

**47 O.S. § 582** - Oklahoma Used Motor Vehicle, Dismantler, and Manufactured Housing Commission

**OAC 670:20-25-3** – Manufactured Homes

**LO Manual Page 228 – 256** – Manufactured Homes

## Systems

System	Function
OneLink	Platform for storing customer information and processing Motor Vehicles transactions
Laserfiche	Image storage database where customer-submitted documents are stored – accessible through OneLink



Microsoft Teams	Messaging and file sharing platform used for communication between the Storefront and Building 16.
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## Roles

Role	Responsibilities
Title Consultant (TC)	Processes title work in-store with customers or in back-office via mail.
MV Supervisor	Available to answer questions or resolve issues that arise during the standard processing of title work.
Central Processing Division (CPD)	Receives, sorts, and scans incoming customer mail to forward to titling department. Sends all outgoing mail, including printing and mailing titles.



## Procedures

### Process #1: Issuing an Original Title for a Manufactured Home

**Purpose:** To issue an original title for a manufactured home recently purchased from a dealer or brought in from out of state.

**Background:**

In most cases, manufactured homes purchased new or brought in from another state are initially titled and registered at licensed operators or Service Oklahoma. Thereafter, they are placed on county Ad Valorem tax rolls and will be issued registration renewal decals by the county assessor.

See [Appendix](#) for full details on required documents, fees, and notes.

**Process Step-by-Step:**

1. Title Consultant runs a fee estimate in OneLink and writes up instructions.

**Note:** Note that this is a Manufactured Homes transaction so the processor knows to pull Manufactured Homes plates.

2. TC places T-2 in basket to be passed on to Processing TC
3. Processing TC processes transaction and issues plates and decals.

See the "G.04 - Boat & Motor Titles & Registration" SOP for a good example of a title transfer step-by-step.

### Process #2: Issuing a Transfer Title for a Manufactured Home

**Purpose:** To issue a transfer title for a manufactured home recently assigned to a new owner which was already titled in Oklahoma.

**Background:**

When ownership of a manufactured home that has previously been titled in Oklahoma is being transferred, proof of paid current calendar year ad valorem taxes is required.

We cannot issue a transfer title on a cancelled title - follow reinstatement guidelines for a cancelled title

**Exceptions:** the home is being sold on a title which is in the name of an OK licensed dealer, or an original Oklahoma title was issued earlier that same calendar year, and the system reflects current registration.

See [Appendix](#) for full details on required documents, fees, and notes.

**Process Step-by-Step:**



1. TC will contact (via Email) Supply for a taxable value. To obtain the taxable value from Supply, you will need to have the width, length, year, model, and series name.

**Note:** Taxable value will be entered as purchase price during fee estimation and processing.

2. After receiving taxable value from supply, TC will run Fee Estimate and write up instructions
3. TC places T-2 in basket to be passed on to Processing Title Consultant.
4. Processing TC processes transaction and issues decals.

See the "G.02 - Title Transfer" SOP for a good example of a title transfer step-by-step.

### Process #3: Issuing a Duplicate Manufactured Home Title

**Purpose:** To issue a duplicate title for a manufactured home.

**Background:**

Proof of paid current ad valorem tax or registration fee is **not** required for issuance of a duplicate manufactured home title.

We cannot issue a transfer title on a cancelled title - follow reinstatement guidelines for a cancelled title

See [Appendix](#) for full details on required documents, fees, and notes.

**Process Step-by-Step:**

1. Duplicate titles for a Manufactured Home do not require an instructions sheet. A single Title Consultant processes this transaction in one sitting.

**Note:** Since this is a Manufactured Home, the registration will be expired. Mark exception as Manufactured Homes in OneLink.

See the "G.03 - Duplicate Titles" SOP for a good example of a title transfer step-by-step.

### Process #4: Cancellation of a Manufactured Home Title

**Purpose:** To cancel a title on a manufactured home that has been permanently affixed to real estate.

**Background:**

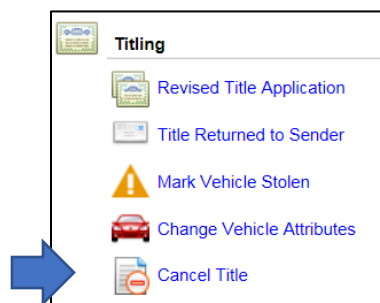
Owners of manufactured homes that have been permanently affixed to real estate that they also own may make application to cancel the Oklahoma title. Application may be made to SOK or any LO, although the actual cancellation is done by SOK Motor Vehicle Division.

Similar to duplicate titles, cancelled titles for a Manufactured Home do not require an instructions sheet. A single Title Consultant processes this transaction in one sitting.

See [Appendix](#) for full details on required documents, fees, and notes.

### Process Step-by-Step:

1. From the **Search Manager**, enter the **VIN** in the search field
2. **Ownership Account**, click the **I Want To** button
3. Click on the **Cancel Title** hyperlink under **Titling**



4. Check the **Cancel Title** and the **Print Cover Sheet** boxes. Enter the **Cancel Date**. Select **Manufactured Home/Real Estate** from the **Cancel Reason** drop down menu.

Title Transfer/Cancel	
Cancel Date	Reported Date
31-Jul-2017	29-Nov-2017
Cancel Reason	<input checked="" type="checkbox"/> Cancel Title <input checked="" type="checkbox"/> Print Cover Sheet
Roll and Sequence	Manufactured Home/Real

5. Click **Save**
6. Print out the **Document Cover Sheet** and the **Cancellation Receipt**.

## Process #5: Manufactured Home Reinstatement

**Purpose:** To reinstate a Manufactured Home title that has been cancelled.

### Background:

To apply for reinstatement, the owner is to complete a Manufactured Home Application for Reinstatement of Cancelled Title. (Form 701-45)

The reinstatement process is applicable **ONLY** to manufactured homes being cancelled due to attachment to real estate – does not apply to Oklahoma titles cancelled due to being titled in



another state. There must be an Oklahoma record with a cancelled title for attachment to real estate.

The name on the record does not have to match the name on the application.

**Documents Required:**

The applicant is required to provide two documentation items:

1. An attestation from the home owner indicating ownership of the manufacture home
2. Completed 701-6
3. A title opinion from a licensed attorney, determining that the owner of the manufactured home has marketable title to the real property upon which the manufactured home is located and that no documents filed of record in the county clerk's office concerning the real property contain a mortgage, recorded financial statement, judgement, or lien of record.
  - a. An acceptable title opinion must have the following:
    - i. Legal land description (VIN number not required will be on 701-45)
    - ii. Name of person requesting title
    - iii. Evidence the person requesting the title owns land without liens - the words "marketable title" are not required as long as it shows no liens.
    - iv. Signature by the issuing attorney on his/her letterhead with their OBA number
    - v. Be dated, or updated, within 30 days of the date of the application for title reinstatement.

Upon approval, write up TC instructions for an original title. These are mailed to customer to take to an LO. All documents are imaged by CPD before being sent back.

**Example Special Instructions Sheet**



Service Oklahoma  
PO Box 26940  
Oklahoma City, OK  
73126-0940



## TITLE CONSULTANT - SPECIAL INSTRUCTIONS

Notice: \*\*Special instructions are valid for 30 days from date of approval only\*\*

Date:	Vehicle / Boat / Motor Identification Number:	Oklahoma Title Number:
01/24/25	BEL012024TX	

<input checked="" type="checkbox"/>	Original Oklahoma Title (701-6):	TAYLOR JONES
<input type="checkbox"/>	Transfer Title to:	
<input type="checkbox"/>	Serial Inspection:	
<input type="checkbox"/>	Hold Title for:	
<input type="checkbox"/>	Duplicate Title (701-7)	
<input checked="" type="checkbox"/>	Excise Tax:	1-22-2025 Exemption: REINSTATE
<input type="checkbox"/>	Penalty on Excise Tax	
<input type="checkbox"/>	Sales Tax:	
<input type="checkbox"/>	Interest/Penalty on Sales Tax	
<input type="checkbox"/>	Transfer Fee:	
<input type="checkbox"/>	Penalty on Transfer Fee	
<input checked="" type="checkbox"/>	Tag:	DECEMBER 2025

**Agent Special Instructions:**

<input type="checkbox"/>	1) Use Prior Plate with Remaining Registration
<input type="checkbox"/>	2) Use Prior Plate with Expired Registration
<input type="checkbox"/>	3) Issue New Plate

<input type="checkbox"/>	Penalty on Tag:	
<input type="checkbox"/>	Repossession Title (737) to:	
<input type="checkbox"/>	Insurance or Non-Use:	
<input type="checkbox"/>	File Lien	Name: Address:
<input type="checkbox"/>	Release Lien:	
<input type="checkbox"/>	Tire Recycling Fee:	
<input type="checkbox"/>	Court Order Case Number:	
<input type="checkbox"/>	Brand/Insurance Loss:	
<input checked="" type="checkbox"/>	Other:	COMPLETE 701-6, include 701-45 and title opinion

<b>Service Oklahoma</b>	
Approved By:	Candice Sisson
Title Consultant, Motor Vehicle Services	

**Fees:**

Fee Type	Amount
Title Fee	\$11.00
Registration Fees	Based on the quarter of the year
Mail Fee	\$6.60

Excise tax is exempt as Ad valorem and form 936 is not required.

**Appendix**

*For full guidelines on Manufactured Homes, see LO Manual 249 -256*

**Appendix A: Title and Registration Details, Required Documents, and Fees****Requirements:**

- A license plate and decal are required on all manufactured homes registered in Oklahoma.
- Manufactured homes are registered on a calendar year basis with the expiration in December.
- Fees may be prorated for the remainder of the current year. For those manufactured homes purchased new or coming in from another state, license plates and corresponding registration decals shall be issued upon payment of the applicable registration fee for the balance of the year.
- New manufactured homes purchased in December and used manufactured homes entering the state in December are charged a full year registration to expire at the end of the following year.
- Manufactured homes purchased new or entering Oklahoma prior to December but not titled until the following calendar year must provide proof of paid ad valorem tax (Form 936) for the current year before any transaction will be allowed. Additionally, the registration fee and penalty are to be collected by the titling agent for the year of purchase or entry.
- New or used manufactured homes not registered within thirty (30) days from the date of purchase or date of entry will be assessed a registration penalty equal to the registration fee, less the administrative fee (\$5.75).

**Registration Periods:**

Period	Dates
Full Year	December 1 - March 31



Period	Dates
$\frac{3}{4}$ Year	April 1 - June 30
$\frac{1}{2}$ Year	July 1 - September 30
$\frac{1}{4}$ Year	October 1 - November 30

### **Special Military Registration Fee:**

Certain manufactured homes owned by active-duty military personnel are entitled to the special \$21.00 annual registration fee if one of the following scenarios exists:

- Out-of-state resident, active-duty military personnel stationed in Oklahoma, OR
- Oklahoma resident, active-duty military personnel and the manufactured home is located out of state.

**Note:** Customer must also submit a properly completed U.S. Armed Forces Affidavit (Form 779)

Manufactured homes located in Oklahoma and owned by Oklahoma resident military personnel are not entitled to the special military registration rate. Such manufactured homes are subject to county ad valorem taxation.

### **Basis for Registration Fee and Excise Tax:**

Both the registration fee and the excise tax assessment are based on the selling price of the manufactured home. The selling price will be recorded as both the Factory Delivered Price (FDP) and the Total Delivered Price (TDP) when issuing an original Oklahoma title.

- Excise tax on manufactured homes is charged on one-half ( $\frac{1}{2}$ ) of the retail selling price at three and one-quarter percent ( $3\frac{1}{4}\%$ ).
- Registration fees and excise tax are based upon the actual purchase price of the home or, if no sale has taken place, the current value of the home.

### **Sales Tax:**

- Sales tax is exempt on manufactured homes.

### **Required Documents:**

1. MSO or the Out of State Title
  - Out of state title must be assigned if changing ownership.
2. Application for Original Title (Form 701-6)
3. Bill of Sale or Purchase Agreement
4. Lien Entry Form (MV21-A), if applicable

### **Fees:**



Fee Type	Amount
Title Fee	\$11.00
Lien Filing Fee	\$10.00 (if a completed Lien Entry Form (MV21-A) is provided)
HB 1357	\$3.00 (if no Lien Entry Form is provided, along with the \$10.00 lien fee)
Mail Fee	\$6.60

## Appendix B: Transfer Titles Details, Required Documents, and Fees

### Exemptions from Ad Valorem Assessment:

1. Nonresident serviceman's manufactured home
2. Manufactured home brought into Oklahoma
3. New manufactured homes
4. Manufactured homes on a dealer's lot

Proof of payment or release should be in the form of a Manufactured Home Certificate (Form 936). Faxed or photocopies are acceptable. The form does not need to be in the customer's name. This only serves to verify that the current year's ad valorem taxes have been paid.

### Title and Tax Details:

- The Factory Delivered Price (FDP) should be changed to reflect the purchase price. However, the Total Delivered Price (TDP) listed on the title will not change.
- The excise tax rate on a used manufactured home is three and one-quarter percent (3¼%) applied to sixty-five percent (65%) of one-half (1/2) of the actual purchase price/value.

### Documents Required:

1. Assigned Title
2. Bill of Sale or taxable value provided by Motor Vehicle Supply

**Note:** to obtain the taxable value from Supply, you will need to have the width, length, year, model, and series name.

3. Form 936 (For current year)
4. Lien Entry Form (MV21-A), if applicable

### Fees:



Fee Type	Amount
Title Fee	\$11.00
Lien Filing Fee	\$10.00 (if a completed Lien Entry Form (MV21-A) is provided)
HB 1357	\$3.00 (if no Lien Entry Form is provided, along with the \$10.00 lien fee)
Mail Fee	\$6.60

### *Transfer of a Manufactured Home as Real Property:*

A manufactured home which is assessed as part of the property on which it is located and sold with the property is not subject to payment of excise tax by the purchaser. Proof that the manufactured home has been included in the property assessment is required before transferring.

- The proof required is a **deed** listing the manufactured home by VIN, year, make, and model. A copy of the deed is to be attached to the title transaction as supporting documentation for the excise exemption.
- Form 936 listing the manufactured home as real property is not acceptable documentation to exempt excise tax.
- When transferring a manufactured home as real property, we do not run a fee estimate – we merely write up instructions (title fee + mail fee) with the Ad Valorem exemption for processing.

**Note:** We cannot transfer with a deed if the title is cancelled.

## Appendix C: Title Transfer Required Documents and Fees

### Documents Required:

1. Complete and notarized Application for Replacement Certificate of Title for Vehicle/Boat/Motor (form 701-7)

### Fees:

Fee Type	Amount
Title Fee	\$11.00
Mail Fee	\$1.73

## Appendix D: Title Cancellations Required Documents and Fees

### Documents Required:

1. Oklahoma Title or Vehicle Information Request Printout:



- If the customer is unable to produce the title certificate, a Vehicle Information Request printout from the SOK system is required
2. Lien Release:
- If an active lien is on the record, a proper Lien Release must be submitted. The release must have the current date, not the date listed on the lien release.
3. Application for Title Cancellation:
- Completed Application for Title Cancellation of a Manufactured Home Permanently Affixed to Real Estate (Form 756).
  - Cancellation of the title must be within sixty (60) days of the County Assessor's confirmation date. If more than sixty (60) days have transpired, a new Form 756 must be completed and certified.
4. Notice to County Assessor:
- Completed Notice to County Assessor of Cancellation of Oklahoma Certificate of Title (Form F.L. 756).

**Fees:**

Fee Type	Amount
Application Fee	\$5.00 (or payment receipt from LO)

**Rejected Application for Cancellation of Title**

- If an application for a manufactured home has an active lien and no lien release is provided, the application is to be denied. The title is to be returned to the applicant.
- **A Notice to owner of the Existence of an Active Lien Upon Application to Cancel Oklahoma Certificate of Title** (Form F.L. 756 B) is to be completed and returned to the applicant.

**Appendix E: Court Orders**

When a customer does not have a manufactured home title to present to SOK, they will need to obtain a Court Order.

Manufactured Home court order instructions sheets are not subject to the 60-day validity window like other court orders – they expire after 30 days.

**Manufactured Home Court Order - Oklahoma record**

If receiving a Manufactured Home transaction based on a court order with no Oklahoma record, process as a [transfer title](#).

**Documents Required:**



1. Court Order with VIN
2. Form 936 for Current Year
3. Notarized Bill of Sale or Declaration of Vehicle Purchase Price (Form 722-1)
4. Complete 701-6 – page 1

### **Manufactured Home Court Order - No Oklahoma Record or Cancelled Title**

If receiving a Manufactured Home transaction based on a court order with no Oklahoma record, process as an [original title](#).

#### **Documents Required:**

1. Court Order with VIN
2. Notarized Bill of Sale or Declaration of Vehicle Purchase Price (Form 722-1)
3. Complete 701-6 – page 1

### **References**

1. Relevant documents
  - a. [OTC Manufactured Home Quick Reference Guide](#)
2. List of forms relevant to manufactured homes
  - a. [Form 737](#) – Affidavit of Repossession of a Vehicle, Boat, or Outboard Motor
  - b. Form 936 – Manufactured Home Certificate
  - c. [Form 756](#) – Application for Title Cancellation of a Manufactured Home
    - Includes notices to Lienholder, Owner, and County Assessor
  - d. [Form 701-7](#) – Application for Replacement Certificate of Title for Vehicle/Boat/Motor
  - e. [Form 701-9](#) – Body Change Affidavit
  - f. [Form 777](#) - Affidavit for Transfer of Ownership Following Loss of Assigned Oklahoma Title
  - g. [Form 701-45](#) - Manufactured Home Application for Reinstatement of Canceled Title
  - h. [Form 932](#) - Manufactured Home Special Waiver and Commercial Move Affidavit