

Instructions for Completing the Mobile/Manufactured Home Certificate of Permanent Location (T-234)

Before a mobile/manufactured home can be declared as real property a valid Georgia certificate of title is required. The owner(s) and the security interest holder(s) must complete the Certificate of Permanent Location, Form T-234, once the mobile/manufactured home is classified as real property. The current certificate of title and a filing fee of \$18 must accompany this form.

Section 1: Insert the name and address of the person to whom a certified copy of the Certificate of Permanent Location should be sent by the Clerk of Superior Court once the document has been filed in said office.

Sections 2-3: Insert the full legal name(s) and mailing address(es) of the owner(s) of the mobile home. Said owner(s) must also be the debtor(s) on any lien or security interest perfected against the certificate of title. Each owner must be listed separately, and, if individuals, their last names should be listed first. If the home has more than two (2) owners, attach additional sheets

Sections 4-5: Insert the full legal names and mailing addresses of the holders of any unsatisfied security interests or liens against the home. Each lien holder/secured party must be listed separately, and if individuals, their last names should be listed first. If the home has more than two (2) lien holders/secured parties, attach additional sheets.

Section 6: Insert the vehicle identification number listed on the certificate of title and the certificate of title number.

Section 7: Insert the legal description of the land upon which the home is affixed, including the deed book number, page number, and the county in which said document is recorded.

Section 8: Insert the full legal names of the owner(s) of the land upon which the home is affixed. At least one owner of the home must be listed.

Section 9: Insert the names of all counties in which a Certificate of Permanent Location is filed for the vehicle. Only one county should be listed unless the land upon which the home is affixed lies in more than one (1) county.

Section 10: Each debtor must sign and date the Certificate of Permanent Location. Each lien holder/secured party must sign and date the Certificate of Permanent Location. Following the signatures of the parties, the Clerk of Superior Court in which the Certificate of Permanent Location is filed may number the pages submitted and certify a copy of the document for submission to the county tag office. The certified copy should be given or mailed to the person/company listed in Section 1 (one) by the Clerk of Superior Court.

Upon receipt of the certified copy, the party designated in Section 1 (one) must forward the Certificate of Permanent Location to the county tag office(s) in which the Certificate of Permanent Location has been filed.

Upon receipt of a properly executed certified copy of Form T-234, the county tag office will forward a copy of the Form T-234 and the original certificate of title to the DOR's Motor Vehicle Division for cancellation of the certificate of title for the home. No further title records will be updated as long as the mobile/manufactured home remains classified as real property.

The certified copy of the Form T-234 will be stamped in the area designated for "County Use Only" by the county tag office and forwarded to the Clerk of Superior Court. The Clerk's Office will provide a stamped copy of Form T-234 to the appropriate board of tax assessor's office that has the responsibility of the valuation of real property.

T-234 (Rev 8-2005)

Mobile/Manufactured Home Certificate of Permanent Location

This certificate is presented for filing and recording in the real estate records pursuant to §8-2-181(c) of the O.C.G.A.

1. Mail certified copy to: _____ (Name and mailing address)

THIS SPACE IS FOR RECORDING INFORMATION ONLY.

2. Debtor's Name and Mailing Address: _____ (Last name first if an individual)

3. Debtor's Name and Mailing Address: _____ (Last name first if an individual)

4. Lien Holder/Secured Party's Name and Mailing Address: _____ (Last name first if an individual)

5. Lien Holder/Secured Party's Name and Mailing Address: _____ (Last name first if an individual)

6. This Certificate of Permanent Location covers the following collateral:

VIN: _____ Title # _____

7. Description of real estate to which this vehicle has been permanently affixed:

The deed to said real estate is located on page number _____ in deed book number _____ in the real estate records maintained by the Clerk of the Superior Court of _____ County.

8. Name of the Record Owner(s) of Said Real Estate: _____ (Must include at least one debtor listed above.)

9. County(ies) in which this Certificate of Permanent Location is filed:

10. Signature(s)

Debtor _____ Date _____ Debtor _____ Date _____

Lien Holder/Secured Party _____ Date _____ Lien Holder/Secured Party _____ Date _____

I hereby certify that this is a true and accurate copy of this Certificate of Permanent Location as recorded in the records of the Clerk of Superior Court of _____ County. This _____ day (County Name) (Day)

of _____, _____ (Month) (Year)

Page _____ of _____.

(Deputy)Clerk of Superior Court)