

# Mobile Home Permit Request Form

(see back for submission information)

<b>CURRENT OWNER (NAME PRINTED ON TITLE)</b>	<b>CURRENT LOCATION INCLUDING LOT #</b>
NAME: _____	_____
PHONE: _____	_____
ADDRESS: _____ _____	_____
MOBILE HOME DIMENSIONS (IN FEET) _____ x _____	

<b>ARE YOU TRANSFERRING THE TITLE? (CHOOSE ONE)</b>
YES                  NO
<b>NEW OWNER (IF TRANSFERRING THE TITLE)</b>
NAME: _____
PHONE: _____
ADDRESS: _____ _____
SALE PRICE: \$ _____

<b>ARE YOU MOVING THE MOBILE HOME? (CHOOSE ONE)</b>
YES                  NO
<b>NEW LOCATION (IF MOVING)</b>
_____
_____
_____

**Please complete this section only if you are transferring a mobile home from inventory.  
If your mobile homes is not in inventory, please skip this section.**

Please either include a copy of the most recent permit or provide as much information below as possible so that our office can locate the mobile home more efficiently.

☐

I have included a copy of the most recent transfer/moving permit

Date last assessed on tax rolls: \_\_\_\_\_

Address of last assessment: \_\_\_\_\_

Parcel number of last assessment: \_\_\_\_\_

# Mobile Home Permit Information

## Items Required:

In order to obtain a Mobile Home Title Transfer / Moving Permit, you will need:

- 1) This completed permit request form
- 2) ONE of the following (do not mail original copies):
  - A) State Issued Title
  - B) Court Order
  - C) BMV Affidavit of Sale or Disposal
- 3) \$15 Permit Fee
- 4) Funds for any unpaid taxes. NOTE: This may include Demands, Judgments, and/or estimated taxes through the end of the current assessment year.

## Submission Options:

Submit items 1 & 2 from the list above to any of the following submission locations. Once our office calculates the amount due, we will contact you. Any mobile home request received after 2:30pm will be processed the following business day.

- **Mail:** Monroe County Treasurer PO Box 2028 Bloomington IN 47402
- **Email:** treasurer@co.monroe.in.us
- **In Person:** Monroe County Treasurer 100 W Kirkwood Ave Rm 204 Bloomington IN 47404
- **Drop Box:** Outside North entrance of courthouse

## Payment Options:

- **Check Payments:** make payable to the **Monroe County Treasurer**.
- **Card Payments:** may be accepted for current taxes and the permit fee if the physical card is presented in office. Processing fees will apply.
- **Cash Payment:** do not mail or place cash in the drop box.
- **Judgment & Demand Payments:** Must be paid through AFCS. If trying to obtain a same-day permit, certified funds may be accepted in office with prior approval.

## Contact Information:

<b>Monroe County Treasurer (Tax Clearance Questions)</b>	(812) 349-7333 treasurer@co.monroe.in.us 100 W Kirkwood Ave Rm 204 Bloomington IN 47404
<b>Indiana BMV (Titling Questions)</b>	(888) 692-6841 1531 S Curry Pike Suite 500 Bloomington IN 47403 4629 W Richland Plaza Dr Bloomington IN 47404
<b>Monroe County Clerk (Court Order Questions)</b>	(812) 349-2600 301 N College Ave Rm 201 Bloomington IN 47404